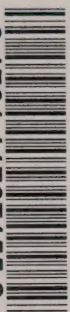



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Government
Publications



Guide

(Eighth edition)

Canadian
Classification and
Dictionary of
Occupations

Occupational and Career
Information Branch

Direction générale des
informations sur les
professions et les carrières

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CCDO

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SPECIAL NOTICE

In determining the data for inclusion in CCDO publications, many thousands of jobs were examined and analyzed to determine their content. No facts were collected, however, on such matters as hours of labour, wages or salaries, or other related employment practices.

As the content of specific jobs varies with each individual establishment, most of the occupational definitions describe the work performed in broad terms. For these reasons, the data in this publication cannot be considered as standards for setting working conditions, pay scales or related employment conditions, and Employment and Immigration Canada accepts no responsibility for the setting of these or other jurisdictional matters.

It is to be noted that the presence or absence of Physical Activities (PA) factors in a CCDO occupational description is not to be misconstrued as indicating that the physically handicapped can or cannot perform the duties of that occupation.

IMPORTANT NOTICE

The Canadian Classification and Dictionary of Occupations (CCDO) has experienced major changes in format since VOLUME I was originally published in 1971. This information is now available in a series of softcovered booklets that update fourteen (14) of the twenty-three (23) Major Groups in the CCDO. The seven (7) booklets listed below constitute a complete set of CCDO materials.

1. 1971 REPRINT BOOKLET (YELLOW)

This booklet is strictly a reprint of occupational groups from VOLUME I that have not been revised.

MAJOR GROUPS

- 11 — Managerial, Administrative and Related Occupations
- 21 — Occupations in Natural Sciences, Engineering and Mathematics
- 33 — Artistic, Literary, Performing Arts and Related Occupations
- 37 — Occupations in Sport and Recreation
- 41 — Clerical and Related Occupations
- 51 — Sales Occupations
- 81/82 — Processing Occupations
- 83 — Machining and Related Occupations
- 85 — Product Fabricating, Assembling and Related Occupations

2. 1977 BOOKLET (GREEN)

MAJOR GROUP

- 87 — Construction Occupations

3. 1978 BOOKLET (BLUE)

MAJOR GROUP

- 61 — Service Occupations

4. 1978 BOOKLET (PURPLE)

MAJOR GROUPS

- 71 — Farming, Horticulture and Animal Husbandry
- 73 — Fishing and Trapping
- 75 — Forestry and Logging
- 77 — Mining and Quarrying including Oil and Gas

5. 1980 BOOKLET (BROWN)

MAJOR GROUPS

- 23 — Social Sciences
- 25 — Religion
- 27 — Teaching
- 31 — Medicine and Health

6. 1986 BOOKLET (BLACK)

MAJOR GROUPS

- 91 — Transport Equipment Operating Occupations
- 93 — Material Handling and Related Occupations, n.e.c.
- 95 — Other Crafts and Equipment Operating Occupations
- 99 — Occupations Not Classified Elsewhere

7. 1988 CCDO GUIDE (Eighth edition)

RED

This annual publication must be used in conjunction with all other CCDO publications as it contains the only complete index of all 30,000 CCDO job and occupational titles. The GUIDE is also used to publish new CCDO occupational descriptions.

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INTRODUCTION SECTION

THE CLASSIFICATION STRUCTURE

The CCDO is a systematic and comprehensive arrangement of occupational descriptions reflecting the work performed by the Canadian people. These descriptions represent a summary of the significant activities of a number of similar jobs that may be found in different establishments or industries. The significant duties, or the “kind of work performed”, act as the basic principle for classifying occupations.

The classification structure consists of four levels of occupational categorization, each providing successively finer detail:

1. The Major Group
2. The Minor Group
3. The Unit Group
4. The Individual Occupations

In the classification structure, there are 23 Major Groups which represent occupations identified only on a very broad basis. Each Major Group has a two-digit code number, a title, and a definition which summarizes the occupational activities in the group.

The Major Groups are subdivided into 81 Minor Groups, each with distinguishing characteristics. Each Minor Group has a three-digit code number, a title, and a summarizing definition which may contain notes required to explain unusual factors.

The third level of aggregation is comprised of 499 Unit Groups, which represent a collection of more closely-related occupations. Unit Groups have a four-digit code number, a title, and a definition. Unit Group definitions conform to the same

pattern as those of the Major and Minor Groups, but are more specific in their description of occupational activity.

Finally, the Unit Groups are broken down into individual, unique occupations (some 7,700 in the 1988 CCDO), an occupation being the narrowest category specifically identified in the classification system. An individual occupation is identified by a seven-digit code number and a title, such as **8784-114 PLASTERER**. The last three digits (-114), called the terminal digits, provide the unique code number within the classification structure for each occupation. Terminal digits also determine the sequence of occupations within a Unit Group, for occupations are normally arranged in a descending order of complexity as determined by training time requirements. Terminal digits begin with (-110), and are normally spaced in increments of two or more to allow for the future inclusion of additional occupations.

While classification into Major, Minor or Unit Groups is usually based on a similarity of work performed, supplementary criteria are also used to further clarify the nature of the work performed.

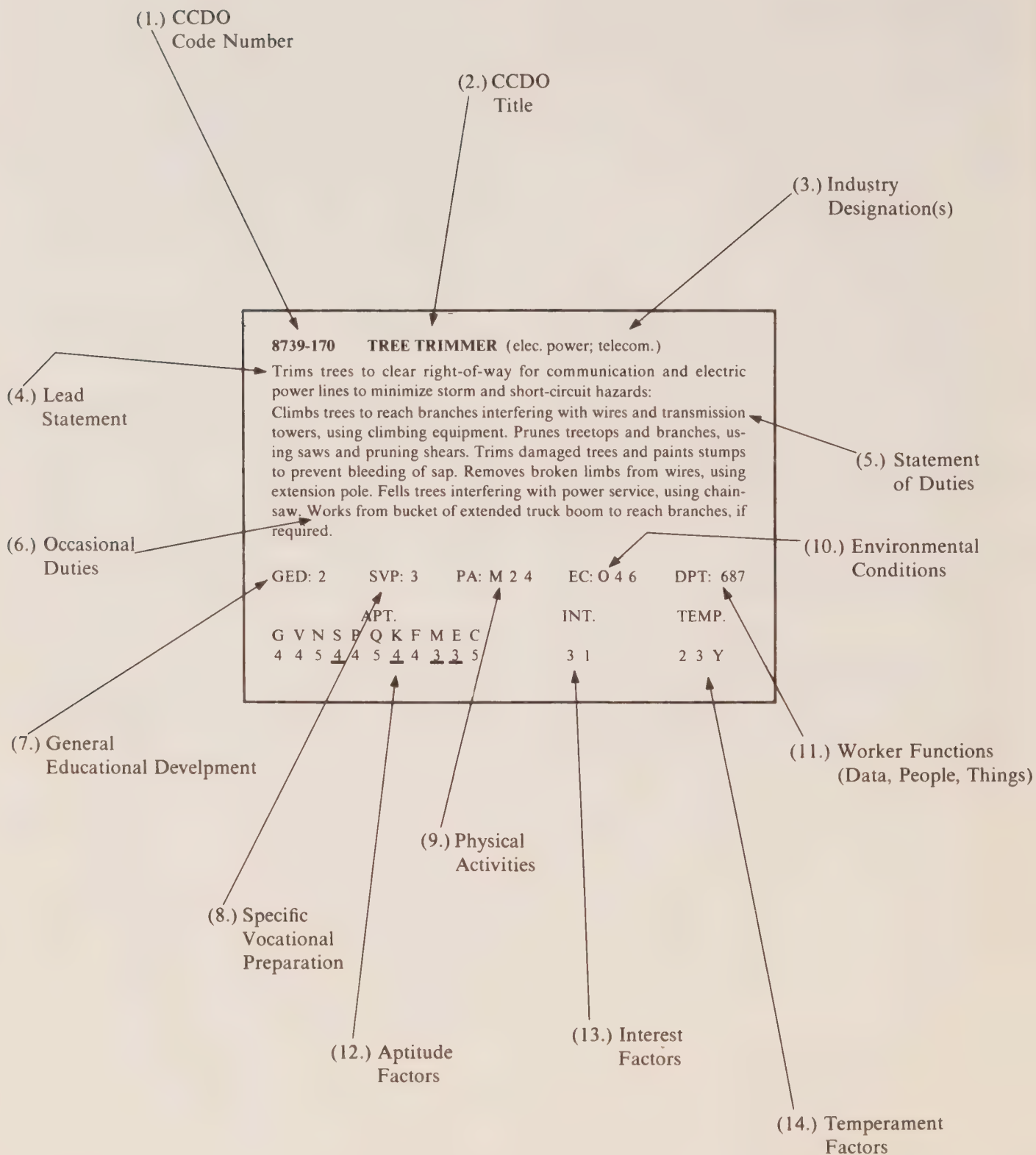
Similarity of services provided, or the assembly and repair of similar articles are frequently used to aid in classifying occupational activity. Occupations may be grouped according to subject matter, as are chemists, because the work is complementary, as is the case with doctors and nurses, or because their functions are closely related. Other occupations are differentiated largely by the complexity of the work, or by the degree of responsibility involved, such as managers, foremen/women, supervisors and the like. Processes involved, materials used or produced, and equipment used are further illustrations of the criteria used to determine the classification structure.

THE CCDO OCCUPATIONAL DESCRIPTION

The term “occupation” refers to a number of jobs which have the same basic work content, even though the duties may vary somewhat, and though they may be found in different establishments or industries. To clarify this, the occupational descriptions in the CCDO consist of a number of different

components which collectively provide a realistic representation of the essential nature of the occupation. An actual CCDO occupational description, in which each component has been numbered and labelled, appears on the following page.

THE CCDO OCCUPATIONAL DESCRIPTION



NOTE: Information concerning components of this occupational description follows.

- (1) **The CCDO Code Number** The full seven-digit code number (**8739-170**) indicates the exact location of the occupation within the classification structure.
- (2) **The CCDO Title** This is the title by which the occupation is most commonly known in Canada, or which is most descriptive of the occupation. Called the “CCDO Title”, it may occasionally assume an inverted form, such as **trimmer, tree**. To ensure easy access to the occupational description corresponding to a known occupational title, one can use either the Index accompanying this GUIDE, or the smaller Index provided with each Major Group book.
- (3) **The Industry Designation(s)** for an occupation appear in abbreviated form in brackets immediately following the CCDO title. The use of industry designations helps to differentiate between occupations with the same title, but with different occupational activity. In addition, most industry designations offer further occupational information by indicating the type of economic activity in which the occupation is found. Should an occupation have two or three industry designations, they will be listed in alphabetical order following the CCDO title. If an occupation has four or more industry designations, the designation used is any industry (any ind.).
- (4) **The Lead Statement** is a concise description of the nature and purpose of the occupation. It describes the principal duties of the worker, and gives a general indication of how the occupation differs from other occupations.
- (5) **The Statement of Duties** is necessarily a broad description of the nature and scope of the work involved. This description will not always coincide exactly with the duties required in every job situation, but it does indicate, either directly or by inference, what the workers normally do, how, and why they do it.
- (6) **Occasional Duties** are normally described at the end of the statement of duties, and are identified through the use of a “may clause” or an “if required” clause.
- (7) **General Educational Development (GED)** embraces those aspects of education (both formal and informal) which contribute to a worker’s reasoning development, the ability to follow instructions, and the acquisition of such tool knowledge as mathematical and language skills. The GED level required by an occupation can be numerically expressed according to an *approximate* duration of formal schooling, according to the following table:

GED Levels	Approximate Duration of Schooling
6	17 years plus
5	13 to 16 years
4	11 to 12 years
3	9 to 10 years
2	6 to 8 years
1	Less than 6 years

A complete explanation of GED is included in Appendix A of the CCDO GUIDE.

When interpreting the GED level, it must be remembered that informal educative aspects such as previous work experiences, self-study, travelling, and such avocational pursuits as hobbies and leisure activities must also be considered, if it is to be occupationally significant. The GED levels given in the CCDO are not absolute: they must be regarded only as a guide to the approximate level required to attain average, satisfactory work performance.

- (8) **Specific Vocational Preparation (SVP)** is an expression of the time required to learn the techniques and skills needed for satisfactory performance in an occupation. SVP and GED are separate, although related factors, which are interdependent in their functions: both must be considered in determining the training time requirements of a given occupation. SVP does not include the time required for orientation of a worker to a new job for which he/she is fully qualified. However, it does include any specific preparation which is occupationally significant, whether it is acquired through universities, vocational schools, apprenticeship, on-the-job training, or previous work experience.

Appendix B of the CCDO GUIDE explains the various numerical levels used to express SVP. The various forms of Specific Vocational Preparation are also described.

- (9) **Physical Activities** The physical activities designation (PA) is used to indicate the significant physical demands placed on a worker by an occupation. A detailed explanation of the terms used in assigning the PA designation can be found in Appendix D of the CCDO GUIDE.

Please note that the presence or absence of Physical Activities (PA) factors in a CCDO occupational definition is not to be misconstrued as indicating that the physically handicapped can or cannot perform the duties of that occupation.

- (10) **Environmental Conditions** The environmental conditions designation (EC) is used to indicate the significant physical surroundings of a worker. Because each individual occupation is governed by a unique set of circumstances, a thorough knowledge of both PA and EC ratings is vital in order to accommodate the possible physical limitations of a worker. A complete description of the various factors which govern EC ratings can be found in Appendix C of the CCDO GUIDE.
- (11) **Worker Functions** This designation provides a standard terminology for use in summarizing what a worker does on the job. It is based on the premise that every worker is required to function in relation to Data, People, and Things (DPT) at various levels. The functional relationships are expressed by means of verbs descriptive of the basic occupational activity, and fall into three broad categories of approximately descending complexity. A complete explanation of the verbs used to express the DPT relationship is given in Appendix E of the CCDO GUIDE.
- (12) **Aptitude Factors** The CCDO defines aptitudes as the specific capacity or potentiality of an individual required in order to facilitate the learning of the skills needed for a task or job duties. Eleven aptitude factors are used, each one having a numerical rating which expresses the level achieved by a corresponding percentage of the working population:

1. Upper 10%
2. Upper third exclusive of the highest 10%
3. Middle third
4. Lowest third exclusive of the lowest 10%
5. Lowest 10%

When these levels are underscored, as in ~~44544544335~~, they are considered to be significant for satisfactory job performance.

Definitions of the eleven aptitude factors are provided in Appendix F of this GUIDE.

- (13) **Interest Factors** are regarded as being significant qualification requirements of an occupation, for numerous studies have illustrated a strong correlation between job satisfaction, performance, and a positive interest in the job. For CCDO purposes, an interest is defined as a tendency to become absorbed in an experience through concern in or attraction for certain types of work experiences or activities. There are five pairs of factors used to rate interest, grouped so that a positive concern for one factor of a pair will usually result in rejection of the other factor of that pair.

Interest factor definitions are provided in Appendix F of this Guide.

- (14) **Temperament Factors** Complementing the interest factor ratings, and designed to be used in conjunction with them, are ratings of temperament. The CCDO defines temperament as being those personality qualities which remain fairly constant, and which reveal a person's characteristic response in terms of a preference, inclination or disposition. Temperament traits are evaluated through the use of twelve factors which are defined in terms of actual work situations. Taken singly or in any combination, they produce a temperament profile indicative of the qualities and adjustments required of a worker by a given occupation.

Definitions of the twelve temperament factors are provided in Appendix F.

SPECIAL GROUPING PROCEDURES

For various reasons, it is not always possible to provide a group with appropriate homogeneity for all occupations which must be classified. Several different residual groups have been created to accommodate those occupations which cannot be satisfactorily classified in other groups of the structure. These residual groups are:

1. Residual Major Group 99
2. Residual Minor Groups
3. Residual Unit Groups
4. Seven-Digit Residual Groups
5. Special Unit Groups
6. Special n.e.c. Groups

1. **Residual Major Group 99** Major Group 99 — OCCUPATIONS NOT ELSEWHERE CLASSIFIED enjoys the dual distinction of being the only residual Major Group, as well as being the last Major Group in the CCDO. It is used to classify those occupations which cannot be properly classified in any other Major Group of the structure. It is also used to classify occupations having duties which are classifiable in more than one Major Group.
2. **Residual Minor Groups** Residual Minor Groups, of which there are only about a dozen in the whole of the CCDO, enable classification of two types of occupations:
 - (a) Occupations which, although belonging in the same Major Group, cannot be classified in one of its other Minor Groups;
 - (b) Occupations whose duties are pertinent to more than one Minor Group.

With few exceptions, a Residual Minor Group has a three-digit code number, composed of its Major Group code number and ending in the digit "9". The group title of a Residual Minor Group is identical to that of its Major Group, but is preceded by the word "Other": for example, Residual Minor Group 239 — OTHER OCCUPATIONS IN SOCIAL SCIENCES AND RELATED FIELDS.

3. **Residual Unit Groups** are the obvious extension of Residual Minor Groups. They serve the same function of further classifying those occupations which belong in the same Minor Group, but cannot be classified in one of its other Unit Groups. Similarly, they provide for classification of those occupations whose duties are pertinent to more than one of these Unit Groups. A Residual Unit Group can be identified by a four-digit code number which ends in "9".

Its title is the same as that of the Minor Group, with the added notation "n.e.c.", meaning "not elsewhere classified". An example of a Residual Unit Group is 2399 — OTHER OCCUPATIONS IN SOCIAL SCIENCES AND RELATED FIELDS, N.E.C.

4. **Seven-Digit Residual Groups** The Seven-Digit Residual Group title and definition is a device used to provide an appropriate location in which users can temporarily classify new or emerging occupations, prior to their formal inclusion in the classification structure. The code number for a Seven-Digit Residual Group always ends in "99", and its title will usually consist of the word "OTHER", followed by the title of its Unit Group; for example, **8793-199 OTHER STRUCTURAL METAL ERECTORS**. Because it relates to more than one occupation, a Seven-Digit Residual Group title does not have an industry designation, nor is it assigned occupational characteristics (GED, SVP, PA, EC, DPT). When this type of title and definition is used, it will always appear as the last one in its Unit Group.
5. **Special Unit Groups** There are three groups of occupations which have been given special treatment at the unit level of aggregation, although strictly speaking they are not "residual" groups. Like a Residual Group, however, each of these three groups can be readily identified by a unique code number:
 - (a) **Supervisors and Foremen/women Unit Groups** have a four-digit code number ending in "0", such as Unit Group 8260 — FOREMAN/WOMAN, TEXTILE PROCESSING OCCUPATIONS.
 - (b) **Inspectors, Testers, Graders and Samplers Unit Groups** have a four-digit code number ending in "6", as in Unit Group 7516 — LOG INSPECTING, GRADING, SCALING AND RELATED OCCUPATIONS.
 - (c) **Labourers and Other Elemental Workers Unit Groups** can be easily identified by a unique four-digit code number ending in "8"; for example, Unit Group 8148 — OCCUPATIONS IN LABOURING AND OTHER ELEMENTAL WORK, METAL PROCESSING.
6. **Special n.e.c. Groups** There are certain Minor and Unit Groups with the designation "n.e.c." included in their title, but which do not have a code number ending in "9"; for example, Unit Group 8395 — PATTERNMAKERS AND MOULDMAKERS, N.E.C. The n.e.c. designation is included to indicate that Unit Group 8395 is not the only group for workers who make patterns and moulds.

There is one further type of group used in the CCDO. This

is the Sub-Group, which stands somewhat apart as being neither a Major, Minor or Unit Group, nor a Residual Group. In some instances, it proves useful to arrange occupations that could logically be grouped together into Sub-Groups within the Unit Group. Sub-Groups have descriptive titles, and while they indicate the range of occupational code numbers contained, they are neither separately numbered nor defined. An example of sub-grouping can be found within Unit Group 8215 — **SLAUGHTERING AND MEAT CUTTING, CANNING, CURING AND PACKING OPERATIONS**. This Unit Group has three Sub-Groups of related occupations, arranged as usual in a descending order of complexity as determined by training time requirements:

1. Slaughtering and Meat Cutting Occupations

8215-110 through 8215-178

2. Meat Preparing, Preserving and Packing Occupations

8215-198 through 8215-310

3. Edible and Inedible By-Products Processing Occupations

8215-330 through 8215-362

It will be noted that an interval of twenty is provided between CCDO sub-group code numbers, to allow for future occupational developments: 8215-178 to 8215-198; 8215-310 to 8215-330.

TYPES OF OCCUPATIONAL TITLES

An occupational title represents, in a word or phrase, what people do for a living, the activity in which they are engaged, their principal business, calling, pursuit or employment. Obviously, brevity and clarity are major determining factors of a useful occupational title. To assist in the expression of occupational activity in a concise but meaningful form, a number of different types of titles have been used in the CCDO:

1. The CCDO Title
2. Additional Titles
3. The Seven-Digit Residual Group Title
4. The Master Title
5. The Term Title
6. The General Title

1. **The CCDO Title** The occupational title accompanying each description is the CCDO Title, which is the title having the most common usage, or which is most descriptive of the work activity. It identifies the type of work described in the occupational description, and is printed in bold-face, upper-case font, preceded by the CCDO Code Number, and followed by the appropriate industry designation(s):

8715-150 **TRACK PATROLLER** (rail trans.)

The CCDO Title is located in the Alphabetical Index to each Major Group book, as well as in the CCDO Index which forms a part of this GUIDE.

2. **Additional Titles** are simply other titles by which an occupation may be known, and are provided to assist in the identification and location of an occupation. This proves useful for those occupations which are known by different names in different parts of the country, or which are found in a number of industries. An Additional Title may also be supplied to reflect a more specific work situation than that expressed by the CCDO Title. For example, by referring to the alphabetical indices it can be seen that **burglar-alarm servicer** and **fire-alarm servicer** are Additional Titles to the CCDO Title 8735-142 **PROTECTIVE-SIGNAL SERVICER** (telecom.). Note that Additional Titles are printed in bold-face, lower-case font, and appear with a seven-digit code number and industry designation:

8715-150 **track walker** (rail trans.)

3. **The Seven-Digit Residual Group Title** is not a true occupational title, nor has it been assigned occupational characteristics. However, it has been assigned its own unique code number, and it differs from the CCDO Title by being prefaced with the word "OTHER", and by not having an industry designation. The Seven-Digit Residual Group Title is printed in the same script as is the CCDO

Title: 8793-199 **OTHER STRUCTURAL METAL ERECTORS**.

4. **The Master Title** Each Master Title has a definition describing duties which are common to a relatively large number of occupations. Reference to a Master Title in an occupational description or Unit Group definition therefore eliminates constant repetition, and so serves as a single source of information for specific occupations with common work elements or duties. Since a Master Title is not in itself a unique occupation, but rather describes duties that are common to a number of different jobs or disciplines, the usual seven-digit occupational code number has been replaced by a five-digit identification number: for example, 01-250 **SUPERVISOR; FOREMAN-WOMAN** (any ind.). The initial digits (01-) designate a Master Title, and the terminal digits (-250) place the title within the alphabetical classification system of Master Titles. Master Titles, together with their definitions, industry designations and code numbers are included in each Major Group book.
5. **The Term Title** Each Term Title has a definition describing such factors as work performed or conditions which are common to occupations having the same generic title, such as "Assistant" or "Helper". Reference to a Term Title in an occupational description enables the reader to view the relationship between the defined occupation and other occupations which share the same generic title. Each occupational description that refers to a Term Title definition is complete in itself, but the information contained in the Term Title definition provides useful supplementary information.

Refer to the occupational description for 8799-262 **FLOOR-COVERER HELPER** (construction), and it will be noticed that the last sentence of the statement of duties makes reference to 02-160 **HELPER** (any ind.). Like the Master Title, a Term Title is assigned an industry designation, and it has its own five-digit identification number beginning with (02-). Once again, the terminal digits (-160) are used to place the title within the alphabetical classification system of Term Titles. Term Titles, together with their definitions, industry designations and code numbers are included in each Major Group book.

As a word of caution, if a Unit Group definition refers to a Term Title, then it is not referred to in the occupational description itself. It is important to read the Unit Group definition first, before proceeding to the occupational descriptions.

6. **The General Title** may be given to an occupation in which a worker performs duties common to a number of occupational specialities. The word **GENERAL** appears in the

title for all general definitions; however, use of this word in titles is not limited to this application; for example, **3131-130 NURSE, GENERAL DUTY** (medical) is not a general title. General titles have an industry designation and a code number, and are given the same occupational characteristics coding as CCDO titles. When a general title

is used in conjunction with a series of CCDO definitions, the definitions of each of these titles includes a reference, immediately following the lead statement, to the duties as described in the general title definition; for example, refer to **2143-122 AIRPORT ENGINEER** (prof. & tech., n.e.c.) in CCDO.

SPECIAL OCCUPATIONAL CATEGORIES

For a number of reasons, it proved advantageous to give particular treatment in the classification structure to certain groups of occupations:

1. Managerial Occupations
2. Supervisors and Foremen/women Occupations
3. Technologist and Technician Occupations
4. Inspecting, Testing, Grading and Sampling Occupations, and Regulatory Occupations
5. Labourer/Elemental Worker Occupations
6. Other Special Occupational Categories

- I. **Managerial Occupations** Managerial occupations have been given special consideration largely because of the ambiguous nature of the title "manager", a term which can be applied to occupations with duties so dissimilar in nature as to have little meaning within the context of the CCDO. For example, the "manager" of a little corner store has little occupational activity common to the "manager" of a nationwide chain of stores. Moreover, the use of such titles as "general manager", "superintendent", and "director" further complicates the distinct identification of managerial occupations. For this reason, managerial occupations will usually fall into one of four broad categories:

- (a) General Managers
- (b) Departmental and Related Managers
- (c) Supervisors and Foremen/women
- (d) Managers of Wholesale, Retail and Service Establishments

- (a) The **General Managers** represent senior management, and are responsible for planning, organizing, staffing, directing and controlling the functions of an organization. Since they make policy and co-ordinate the activities of various departments, they are, in essence, the managers' manager.

- (b) **Departmental and Related Managers** The managers of a department, a regional office, or a project are representative of middle management. They report to and receive their instructions from the general manager, and will usually administer their operations through subordinate managers or supervisors. Managers at the departmental level are usually involved in activities related to a number of Major and Minor Groups of occupations. Therefore, a special Major Group was created for the classification of these managerial occupations. Within this Major Group (Major Group 11), managerial occupations which are unique to government are separated from other managerial occupations. It was also necessary to provide for the classification of occupations which are directly related to management. Thus, this Major Group has three Minor Groups:

111 OFFICIALS AND ADMINISTRATORS UNIQUE TO GOVERNMENT

113/114 OTHER MANAGERS AND ADMINISTRATORS

117 OCCUPATIONS RELATED TO MANAGEMENT AND ADMINISTRATION

- (c) **Supervisors and Foremen/women** In large organizations, neither the general manager nor the departmental managers directly supervise the activities of workers. This is normally the responsibility of the supervisors or foremen/women, who represent the first level of line management. Occupations which are identified as foremen/women and supervisory occupations, including managing supervisors, are normally classified in special Unit Groups in the same Minor Groups as the workers whom they supervise. These special Unit Groups can be identified by four-digit code numbers ending in "0".
- (d) **Managers of Wholesale, Retail and Service Establishments** which are not departmentalized normally perform duties similar to those of supervisors; however, they have important additional responsibilities in such areas as planning and financing. These occupations are designated as **MANAGING SUPERVISORS**, and are classified with supervisors (in the appropriate Unit Groups) of Major Groups 51 - **SALES OCCUPATIONS** and 61 - **SERVICE OCCUPATIONS**. The expression "managing supervisor" is used to refer to occupations which are not managerial in the sense described in the definition for the Master Title **01-170 MANAGER** (prof. & tech., n.e.c.), but which have duties and responsibilities that include those of a supervisor and, to a limited extent, those of a manager.

There are three exceptions to the classification of managers of wholesale, retail and service establishments:

- (i) Managers of chains of wholesale, retail and service establishments, whose activities extend to all establishments in the chain, are regarded as **GENERAL MANAGERS**, and are classified in Unit Group 1130 - **GENERAL MANAGERS AND OTHER SENIOR OFFICIALS**.
- (ii) Managers of large departmentalized wholesale, retail and service establishments belonging to a chain are classified as **MANAGERS** in Unit Group 1137 - **SALES AND ADVERTISING MANAGEMENT OCCUPATIONS**, and in Unit Group 1142 - **SERVICE MANAGEMENT OCCUPATIONS**. These managers implement policy determined by head-office management.
- (iii) Managers of large departmentalized wholesale, retail and service establishments which do not belong to a chain are classified as **MANAGERS** in Unit Group 1130 - **GENERAL MANAGERS AND OTHER SENIOR OFFICIALS**. Such man-

agers lack direction from a headquarters office, and so are responsible for their own policy-making and implementation.

To further facilitate the identification and classification of managerial occupations, reference is frequently made in the appropriate Unit Group definitions to the following Master Titles and definitions:

- 01-090 GENERAL MANAGER** (prof. & tech., n.e.c.)
- 01-170 MANAGER** (prof. & tech., n.e.c.)
- 01-180 MANAGING SUPERVISOR** (any ind.)*
- 01-250 SUPERVISOR; FOREMAN/WOMAN** (any ind.)

*The last paragraph of this definition introduces the Term Title, **02-450 WORKING PROPRIETOR** (any ind.). This title reflects an economic status, rather than work performed, so that working proprietors are treated as managing supervisors, managers, or general managers according to work functions, and are classified in their appropriate Unit Groups.

Similarly, tradesmen/women and professionals who, in addition to their regular duties also perform some managerial functions, are classified according to their primary functional duties: thus barbers in charge of their shops are classified as barbers.

2. **Supervisors and Foremen/women Occupations** A clear distinction is made in the CCDO, on the basis of work performed, between supervisors and the workers whom they supervise. The title **FOREMAN/WOMAN** is used when the workers, whose activities are supervised and co-ordinated, work in occupations concerned with processing, manufacturing, construction and primary industries. The title **SUPERVISOR** is used to denote the supervisory occupations in all other occupational groups.

By referring to Unit Group 8780 — **FOREMEN/WOMEN, OTHER CONSTRUCTION TRADES OCCUPATIONS**, several significant aspects of the classification of supervisors and foremen/women can be noted:

- (a) In this Unit Group definition, as in most others relating to supervisors and foremen/women occupations, reference is frequently made to the Master Title and definition **01-250 SUPERVISOR; FOREMAN/WOMAN** (any ind.). This definition describes significant duties involving administrative supervision and responsibilities common to the occupations within the group.
- (b) In most cases, a special Unit Group will be assigned to supervisor and foreman/woman occupations, with a code number ending in the digit "0".
- (c) Each supervisor and foreman/woman occupation is assigned the usual seven-digit CCDO code number and the appropriate industry designation. However, since most supervisor and foreman/woman titles and definitions relate to a variety of occupations within a given Unit Group, they are not assigned occupational characteristics data or qualifications profile ratings. Because supervisors and foremen/women are usually engaged in administrative supervision, and do not normally perform any of the duties of the workers under their supervision, they are typically given a DPT designation of 138 (corresponding to Co-ordinating, Supervising, No Significant Relationship).
- (d) Professionals who perform supervisory functions in addition to their regular duties are classified according to their primary functional duties.

3. **Technologist and Technician Occupations** The tremendous technological developments of recent years have created an increased demand not only for scientists and engineers, but also for qualified scientific and engineering support staff. The titles of "technologist" and "technician" have come to be applied to many of these support occupations, but with little standardization in the definition and use of the terms. Typically, technologists and technicians perform duties primarily related to the following activities:

Technologists	Technicians
Research	Installation
Development	Operation and Maintenance
Design	Quality Control
Testing and Analysis	Production Planning
	Testing and Analysis

Normally, the scientist, engineer or manager is responsible for and qualified in the highest functional levels of these work activities. The technologist and the technician act in support capacities, with the technologist performing more complex duties than the technician.

Technologists usually receive their basic training in post-secondary institutes or colleges, with further specialized on-the-job training required to achieve full occupational competency. Technicians may also receive their basic training in schools or colleges, but some attain full competency by being trained on the job, following the completion of high school. This will obviously affect their GED and SVP ratings, but a GED/SVP rating of 5/7 is typical of a technologist, and a 4/6 rating of a technician. Technologists and technicians generally have a significant relationship to the Data functions of Synthesizing (0), Co-ordinating (1), Analyzing (2), and Compiling (3), and the Things functions of Setting-Up (0), Precision Working (1), and Operating-Controlling (2). The relationship to the People function is usually incidental as, for instance, when the technologist or technician has some supervisory responsibility. Individual variations in occupational characteristics and qualification profiles will, of course, frequently occur.

Term Titles and definitions are provided, and these give a general description of the type of work performed, and indicate the classification treatment for technologists and technicians. In addition, six Master Titles and definitions have been prepared to assist in describing more specific technologist and technician occupations.

Seven specific Unit Groups have been provided in the classification structure to accommodate many of the technologist and technician occupations. Those who cannot be properly classified in one of these groups are classified in the most appropriate Unit Groups elsewhere in the classification. For example, technologists who are mainly concerned with supervision, instruction or sales are classified as supervisors, instructors or salespersons, respectively.

4. **Inspecting, Testing, Grading and Sampling Occupations**

Occupations which are primarily concerned with quality control activities in such areas of industry as the processing of raw materials, and the fabrication, assembly and repair of products are commonly called "inspectors", "testers", "graders" or "samplers". Occupations of this type are classified in special Unit Groups within the appropriate Minor Groups, and references to the applicable Term Titles are made in the Unit Group definitions:

- 02-150 GRADER (any ind.)
- 02-170 INSPECTOR (any ind.)
- 02-330 SAMPLER (any ind.)
- 02-430 TESTER (any ind.)

Most Unit Groups for inspectors, testers, graders and samplers can be identified by a four-digit code number ending in "6", although there are certain exceptions: Unit Groups 1136, 3156, 6116 and 8786 have been used to designate groups other than those relating to inspectors, testers, graders or samplers. If a Minor Group does not provide a special Unit Group for inspectors, testers, graders or samplers, they will then be classified in the Residual Unit Group of the Minor Group, as in **6169-166 CHECKER** (laund., clean. & press.).

Regulatory Occupations Two special groups are provided for the classification of regulatory occupations:

Regulatory officers and inspectors concerned with enforcing and advising on governmental regulations pertaining to health, safety or other areas of governmental administration are classified in Unit Group 1116 — **INSPECTORS AND REGULATORY OFFICERS, GOVERNMENT**.

Inspectors and regulatory officers concerned with enforcing and advising on adherence to non-governmental standards and regulations in such areas as quality of service, and observance of company policies and procedures in branch organizations are classified in Unit Group 1176 — **INSPECTORS AND REGULATORY OFFICERS, NON-GOVERNMENT**.

5. **Labourer/Elemental Worker Occupations** The title **LABOURER** is used to classify occupations which require the application of common-sense understanding to carry out simple one- or two-step instructions, with little or no training needed for satisfactory work performance. The title **ELEMENTAL WORKER** may be used for similar occupations which are not, according to custom, referred to as "labourers".

Examine the definition for the Term Title **02-190 LABOURER/ELEMENTAL WORKER** (any ind.), which describes duties common to labourers and elemental workers. It can be accurately inferred from this definition that the typical training time designations for occupations of this type are GED: 1 SVP: 1 or 2, although there are a few such occupations with a GED rating of 2. The majority of labourer and elemental worker occupations consist of tasks which are normally elementary or physical in nature. Consequently, the relevant worker functions, and their numerical equivalents are:

DATA	PEOPLE	THINGS
Copying (5)	Speaking-Signaling (6)	Feeding-Offbearing (6)
Comparing (6)	Serving (7)	Handling (7)
No Significant Relationship (8)	No Significant Relationship (8)	Handling (7)

Labourer and elemental worker occupations are classified in special Unit Groups within the Minor Group in which they would logically be found. The Unit Group is identified by a four-digit code number ending in "8", and the Unit Group definition will refer to the Term Title, **02-**

190 LABOURER/ELEMENTAL WORKER (any ind.). If the logical Minor Group does not provide a special Unit Group for labourers and elemental workers, they are then classified in Unit Group 9918 — **OCCUPATIONS IN LABOURING AND OTHER ELEMENTAL WORK, N.E.C.**

6. **Other Special Occupational Categories** have also been given special treatment in the CCDO classification structure:
 - (a) Apprentices
 - (b) Helpers
 - (c) Assistants
 - (d) Cadets
 - (e) Machinery Set-Up Occupations
 - (f) Oiling and Greasing Occupations

A thorough knowledge of Term Titles and definitions is essential to the understanding of these special occupational categories.

- (a) **Apprentices** An apprentice is a learner of an occupation who performs some of the journeyman's/woman's duties. The nature and scope of the duties which apprentices may perform will vary according to the level of training they have reached. Apprentices are classified in the same Unit Group as the journeyman/woman for the occupation in which they are being trained, and usually immediately follow the journeyman/woman in the classification structure. Only reference definitions are provided for apprentices but they are assigned their own occupational code number. The Term Title and definition for **02-010 APPRENTICE** (any ind.) further clarifies the nature of this occupation's classification.
- (b) **Helpers** Helpers normally work in manufacturing, processing, construction and primary industries in support of more highly qualified workers. They typically perform duties involving a variety of manual functions, and they are clearly subordinate to and under the direction of the worker assisted. Helpers are classified in the appropriate Unit Group according to the kind of work performed. However, if they meet the training time requirements for labourers and elemental workers, then helper occupations are classified in the Unit Group for labourers and elemental workers appropriate to the type of work involved. The Term Title and definition for **02-160 HELPER** (any ind.) supplies useful supplementary information.
- (c) **Assistants** The term "Assistant" has a distinctive meaning in the CCDO. It is applied only to workers who assist others at the professional and managerial level. Assistants perform essentially Data and People related functions, and are clearly subordinate to the worker assisted. Assistants frequently require formal training in the specialization; for example, **3139-110 SURGICAL ASSISTANT** (medical). The definition for the Term Title **02-040 ASSISTANT** (any ind.) further clarifies the distinction between assistants and helpers.
- (d) **Cadets** Cadets are classified in the same Unit Group as are fully-qualified workers in the occupation for which they are being trained. For example, **6112-170 POLICE CADET** (gov. serv.) is classified in Unit Group 6112 — **POLICE OFFICERS AND DETECTIVES, GOVERNMENT**.
- (e) **Machinery Set-Up Occupations** Machinery set-up men and women are classified in the same Unit Group as the

operators or tenders of the machines. If the duties of an occupation require both the setting-up and the repair of machines, the occupation is classified according to the predominant aspect of the work. Examining Unit Group 8584 – INDUSTRIAL, FARM AND CONSTRUCTION MACHINERY MECHANICS AND REPAIRERS will illustrate this, for the Unit Group contains occupations concerned with both the repair and the set-up of machinery.

- (f) **Oiling and Greasing Occupations** Occupations which are primarily concerned with oiling and greasing machinery and other equipment are classified in Unit Group 8589 – MECHANICS AND REPAIRERS, EXCEPT ELECTRICAL, N.E.C., except when the work performed is at the level of labouring or elemental work. In this case, the occupation is classified in Unit Group 9918 – OCCUPATIONS IN LABOURING AND OTHER ELEMENTAL WORK, N.E.C.

LOCATING OCCUPATIONS IN THE CCDO

To locate a specific occupation in the CCDO, there are two routes of access available. These can be used either singly or together, depending on the circumstances.

1. **Locating Occupations Using the Alphabetical Indices of Occupational Titles** Use of this method requires the application of four logical steps:

- (a) From the occupational information at hand, identify the most significant factors, and select the most probable title under which the occupation may be listed.
- (b) Search either the CCDO Index in this GUIDE or the Index to the appropriate Major Group book, and note the CCDO occupational code number to the title selected.
- (c) Use the occupational code number to locate the corresponding occupational description.
- (d) Compare your information with that of the occupational description to assess the nature of the work performed. Confirm your selection.

If the appropriate occupational description cannot be identified through the first title selected, repeat the process using Additional Titles by which the occupation may be known. These may adopt complete or partial inversion. For example, the CCDO Title for a person who applies hot asphalt to roofs is a ROOFER, ASPHALT. The key word, ROOFER, is common to several occupations, and has been placed first, followed by its modifier, ASPHALT. In this way, a mere glance at the Index shows that the CCDO differentiates between ROOFERS according to the type of material used (metal, shingles, wood, tar and gravel). An Additional Title may also be in the form of a synonym for the CCDO Title. For example, a “fastener” might be classified as a cementer, gluer, nailer, riveter or stapler, depending on the material used or the method of fastening employed.

If you experience difficulty at first in locating a specific occupation, remember that occupational titles and duties will not always conform exactly to your individual perception of the nature of the occupation. You may be exaggerating or minimizing the level, duties or scope of a

particular occupation, and what you view as a “repairer” might be classified as a repairer’s helper, an adjuster, a mechanic or a technician, depending on the type of equipment serviced, and how complex that servicing is.

2. **Locating Occupations Using the Major, Minor and Unit Group Code Numbers and Definitions** This second route of access to a specific occupation is convenient when not enough occupational information is available to initially select a probable occupational title. The process uses the breakdown of Major, Minor and Unit Group titles and definitions which precede the occupational descriptions in the CCDO. A similar listing is provided in this GUIDE, as well as in each Major Group book for the applicable Groups. Six steps are required:

- (a) Identify the significant job factors.
- (b) Select the most appropriate Major Group (title, then definition).
- (c) Select the most appropriate Minor Group (title, then definition).
- (d) Select the most appropriate Unit Group (title, then definition).
- (e) Select the most appropriate occupational title from the Unit Group selected.
- (f) Compare your information with that of the occupational description to assess the nature of the work performed. Confirm your selection.

Group definitions will prove to be an invaluable aid in locating occupations by this method. Their use will not only save time, but may occasionally refer to the specific occupation you are seeking. Group definitions also make reference to Master and Term Titles and definitions, and these may further help to locate the occupation matching the significant activities which you have identified.

Your success in locating occupations by either of these methods is determined largely by your ability to identify the *significant* aspects of an occupation: remember that an occupational description normally describes only those activities which are common to a *number* of individual jobs. A thorough knowledge of the criteria used to classify occupations will also help a great deal in their location.

MAJOR GROUP TITLES AND CODES

11	Managerial, Administrative and Related Occupations
21	Occupations in Natural Sciences, Engineering and Mathematics
23	Occupations in Social Sciences and Related Fields
25	Occupations in Religion
27	Teaching and Related Occupations
31	Occupations in Medicine and Health
33	Artistic, Literary, Performing Arts and Related Occupations
37	Occupations in Sport and Recreation
41	Clerical and Related Occupations
51	Sales Occupations
61	Service Occupations
71	Farming, Horticultural and Animal-Husbandry Occupations
73	Fishing, Trapping and Related Occupations
75	Forestry and Logging Occupations
77	Mining and Quarrying Including Oil and Gas Field Occupations
81/82	Processing Occupations
83	Machining and Related Occupations
85	Product Fabricating, Assembling and Repairing Occupations
87	Construction Trades Occupations
91	Transport Equipment Operating Occupations
93	Material Handling and Related Occupations, n.e.c.
95	Other Crafts and Equipment Operating Occupations
99	Occupations Not Elsewhere Classified

MAJOR, MINOR AND UNIT GROUP TITLES AND CODES

MAJOR GROUP 11 - MANAGERIAL, ADMINISTRATIVE AND RELATED OCCUPATIONS

111 OFFICIALS AND ADMINISTRATORS UNIQUE TO GOVERNMENT

- 1111 Members of Legislative Bodies
- 1113 Government Administrators
- 1115 Postal Management Occupations
- 1116 Inspectors and Regulatory Officers, Government
- 1119 Officials and Administrators Unique to Government, n.e.c.

113/114 OTHER MANAGERS AND ADMINISTRATORS

- 1130 General Managers and Other Senior Officials
- 1131 Management Occupations: Natural Sciences, Engineering and Mathematics
- 1132 Management Occupations, Social Sciences and Related Fields
- 1133 Administrators in Teaching and Related Fields
- 1134 Administrators in Medicine and Health
- 1135 Financial Management Occupations
- 1136 Personnel and Industrial Relations Management Occupations
- 1137 Sales and Advertising Management Occupations
- 1141 Purchasing Management Occupations
- 1142 Services Management Occupations
- 1143 Production Management Occupations
- 1145 Management Occupations, Construction Operations
- 1147 Management Occupations, Transport and Communications Operations
- 1149 Other Managers and Administrators, n.e.c.

117 OCCUPATIONS RELATED TO MANAGEMENT AND ADMINISTRATION

- 1171 Accountants, Auditors and Other Financial Officers
- 1173 Organization and Methods Analysts
- 1174 Personnel and Related Officers
- 1175 Purchasing Officers and Buyers, Except Wholesale and Retail Trade
- 1176 Inspectors and Regulatory Officers, Non-Government
- 1179 Occupations Related to Management and Administration, n.e.c.

**MAJOR GROUP 21 - OCCUPATIONS IN NATURAL SCIENCES,
ENGINEERING AND MATHEMATICS**

211 OCCUPATIONS IN PHYSICAL SCIENCES

- 2111 Chemists
- 2112 Geologists and Related Occupations
- 2113 Physicists
- 2114 Meteorologists
- 2117 Physical Sciences Technologists and Technicians
- 2119 Occupations in Physical Sciences, n.e.c.

213 OCCUPATIONS IN LIFE SCIENCES

- 2131 Agriculturists and Related Scientists
- 2133 Biologists and Related Scientists
- 2135 Life Sciences Technologists and Technicians
- 2139 Occupations in Life Sciences, n.e.c.

214/215 ARCHITECTS AND ENGINEERS

- 2141 Architects
- 2142 Chemical Engineers
- 2143 Civil Engineers
- 2144 Electrical Engineers
- 2145 Industrial Engineers
- 2147 Mechanical Engineers
- 2151 Metallurgical Engineers
- 2153 Mining Engineers
- 2154 Petroleum Engineers
- 2155 Aerospace Engineers
- 2157 Nuclear Engineers
- 2159 Architects and Engineers, n.e.c.

216 OTHER OCCUPATIONS IN ARCHITECTURE AND ENGINEERING

- 2160 Supervisors, Other Occupations in Architecture and Engineering
- 2161 Surveyors
- 2163 Draughting Occupations
- 2165 Architectural and Engineering Technologists and Technicians
- 2169 Other Occupations in Architecture and Engineering, n.e.c.

**218 OCCUPATIONS IN MATHEMATICS, STATISTICS, SYSTEMS
ANALYSIS AND RELATED FIELDS**

- 2181 Mathematicians, Statisticians and Actuaries
- 2183 Systems Analysts, Computer Programmers and Related Occupations
- 2189 Occupations in Mathematics, Statistics, Systems Analysis and Related Fields,
n.e.c.

MAJOR GROUP 23 - OCCUPATIONS IN SOCIAL SCIENCES AND RELATED FIELDS

231 OCCUPATIONS IN SOCIAL SCIENCES

- 2311 Economists
- 2313 Sociologists, Anthropologists and Related Social Scientists
- 2315 Psychologists
- 2319 Occupations in Social Sciences, n.e.c.

233 OCCUPATIONS IN SOCIAL WORK AND RELATED FIELDS

- 2331 Social Workers
- 2333 Occupations in Welfare and Community Services
- 2339 Occupations in Social Work and Related Fields, n.e.c.

234 OCCUPATIONS IN LAW AND JURISPRUDENCE

- 2341 Judges and Magistrates
- 2343 Lawyers and Notaries
- 2349 Occupations in Law and Jurisprudence, n.e.c.

235 OCCUPATIONS IN LIBRARY, MUSEUM AND ARCHIVAL SCIENCES

- 2350 Supervisors: Occupations in Library, Museum and Archival Sciences
- 2351 Librarians, Archivists and Conservators
- 2353 Technicians in Library, Museum and Archival Sciences
- 2359 Occupations in Library, Museum and Archival Sciences, n.e.c.

239 OTHER OCCUPATIONS IN SOCIAL SCIENCES AND RELATED FIELDS

- 2391 Educational and Vocational Counsellors
- 2399 Other Occupations in Social Sciences and Related Fields, n.e.c.

MAJOR GROUP 25 - OCCUPATIONS IN RELIGION

251 OCCUPATIONS IN RELIGION

- 2511 Ministers of Religion
- 2513 Nuns and Brothers
- 2519 Occupations in Religion, n.e.c.

MAJOR GROUP 27 - TEACHING AND RELATED OCCUPATIONS

271 UNIVERSITY TEACHING AND RELATED OCCUPATIONS

- 2711 University Teachers
- 2719 University Teaching and Related Occupations, n.e.c.

273 ELEMENTARY AND SECONDARY SCHOOL TEACHING AND RELATED OCCUPATIONS

- 2731 Elementary and Kindergarten Teachers
- 2733 Secondary School Teachers
- 2739 Elementary and Secondary School Teaching and Related Occupations, n.e.c.

279 OTHER TEACHING AND RELATED OCCUPATIONS

- 2791 Community College and Vocational School Teachers
- 2792 Fine Arts Teachers
- 2793 Post-Secondary School Teachers, n.e.c.
- 2795 Teachers of Exceptional Students, n.e.c.
- 2797 Instructors and Training Officers, n.e.c.
- 2799 Other Teaching and Related Occupations, n.e.c.

MAJOR GROUP 31 - OCCUPATIONS IN MEDICINE AND HEALTH

311 HEALTH DIAGNOSING AND TREATING OCCUPATIONS

- 3111 Physicians and Surgeons
- 3113 Dentists
- 3115 Veterinarians
- 3117 Osteopaths and Chiropractors
- 3119 Health Diagnosing and Treating Occupations, n.e.c.

313 NURSING, THERAPY AND RELATED ASSISTING OCCUPATIONS

- 3130 Supervisors, Nursing Occupations
- 3131 Nurses, Graduate, Except Supervisors
- 3134 Registered Nursing Assistants
- 3135 Nursing Attendants
- 3137 Physiotherapists, Occupational and Other Therapists
- 3139 Nursing, Therapy and Related Assisting Occupations, n.e.c.

315 OTHER OCCUPATIONS IN MEDICINE AND HEALTH

- 3151 Pharmacists
- 3152 Dietitians and Nutritionists
- 3153 Optometrists
- 3154 Dispensing Opticians
- 3155 Radiological Technicians
- 3156 Medical Laboratory Technologists and Technicians
- 3157 Denturists, Dental Hygienists, Dental Assistants and Dental Technicians
- 3159 Other Occupations in Medicine and Health, n.e.c.

**MAJOR GROUP 33 - ARTISTIC, LITERARY, PERFORMING
ARTS AND RELATED OCCUPATIONS**

**331 OCCUPATIONS IN FINE AND COMMERCIAL ART, PHOTOGRAPHY
AND RELATED FIELDS**

- 3311 Painters, Sculptors and Related Artists
- 3313 Product and Interior Designers
- 3314 Advertising and Illustrating Artists
- 3315 Photographers and Camera Operators
- 3319 Occupations in Fine and Commercial Art, Photography and Related Fields, n.e.c.

333 OCCUPATIONS IN PERFORMING AND AUDIOVISUAL ARTS

- 3330 Producers and Directors, Performing and Audiovisual Arts
- 3332 Musicians
- 3333 Choreographers and Dancers
- 3335 Acting Occupations
- 3337 Radio and Television Announcers
- 3339 Occupations in Performing and Audiovisual Arts, n.e.c.

335 OCCUPATIONS IN WRITING

- 3351 Writers and Editors, Publication
- 3353 Writers and Editors: Radio, Television, Theatre and Motion Pictures
- 3355 Translators and Interpreters
- 3359 Occupations in Writing, n.e.c.

**MAJOR GROUP 37 - OCCUPATIONS IN SPORT AND
RECREATION**

371 OCCUPATIONS IN SPORT AND RECREATION

- 3710 Coaches, Trainers, Instructors and Managers, Sport and Recreation
- 3711 Referees and Related Officials
- 3713 Athletes
- 3715 Attendants, Sport and Recreation
- 3719 Occupations in Sport and Recreation, n.e.c.

MAJOR GROUP 41 - CLERICAL AND RELATED OCCUPATIONS

411 STENOGRAPHIC AND TYPING OCCUPATIONS

- 4110 Supervisors, Stenographic and Typing Occupations
- 4111 Secretaries and Stenographers
- 4113 Typists and Clerk-Typists

413 BOOKKEEPING, ACCOUNT-RECORDING AND RELATED OCCUPATIONS

- 4130 Supervisors, Bookkeeping, Account-Recording and Related Occupations
- 4131 Bookkeepers and Accounting Clerks
- 4133 Tellers and Cashiers
- 4135 Insurance, Bank and Other Finance Clerks
- 4137 Statistical Clerks
- 4139 Bookkeeping, Account-Recording and Related Occupations, n.e.c.

414 OFFICE MACHINE AND ELECTRONIC DATA-PROCESSING EQUIPMENT OPERATORS

- 4140 Supervisors, Office Machine and Electronic Data-Processing Equipment Operators
- 4141 Office Machine Operators
- 4143 Electronic Data-Processing Equipment Operators

415 MATERIAL RECORDING, SCHEDULING AND DISTRIBUTING OCCUPATIONS

- 4150 Supervisors: Material Recording, Scheduling and Distributing Occupations
- 4151 Production Clerks
- 4153 Shipping and Receiving Clerks
- 4155 Stock Clerks and Related Occupations
- 4157 Weighers
- 4159 Material Recording, Scheduling and Distributing Occupations, n.e.c.

416 LIBRARY, FILE AND CORRESPONDENCE CLERKS AND RELATED OCCUPATIONS

- 4160 Supervisors: Library, File and Correspondence Clerks and Related Occupations
- 4161 Library and File Clerks
- 4169 Library, File and Correspondence Clerks and Related Occupations, n.e.c.

417 RECEPTION, INFORMATION, MAIL AND MESSAGE DISTRIBUTION OCCUPATIONS

- 4170 Supervisors: Reception, Information, Mail and Message Distribution Occupations
- 4171 Receptionists and Information Clerks
- 4172 Mail Carriers
- 4173 Mail and Postal Clerks
- 4175 Telephone Operators
- 4177 Messengers
- 4179 Reception, Information, Mail and Message Distribution Occupations, n.e.c.

MAJOR GROUP 41 - CLERICAL AND RELATED OCCUPATIONS

419 OTHER CLERICAL AND RELATED OCCUPATIONS

- 4190 Supervisors, Other Clerical and Related Occupations
- 4191 Collectors
- 4192 Adjusters, Claim
- 4193 Travel Clerks, Ticket, Station and Freight Agents
- 4194 Hotel Clerks
- 4195 Personnel Clerks
- 4197 General Office Clerks
- 4199 Other Clerical and Related Occupations, n.e.c.

MAJOR GROUP 51 - SALES OCCUPATIONS

513/514 SALES OCCUPATIONS, COMMODITIES

- 5130 Supervisors: Sales Occupations, Commodities
- 5131 Technical Sales Occupations and Related Advisers
- 5133 Commercial Travellers
- 5135 Sales Workers, Commodities, n.e.c.
- 5137 Sales Clerks, Commodities
- 5141 Street Vendors and Door-to-Door Sales Occupations
- 5143 Newspaper Carriers and Vendors
- 5145 Service Station Attendants
- 5149 Sales Occupations, Commodities, n.e.c.

517 SALES OCCUPATIONS, SERVICES

- 5170 Supervisors: Sales Occupations, Services
- 5171 Insurance Sales Occupations and Agents
- 5172 Real Estate Sales Occupations
- 5173 Sales Agents and Traders, Securities
- 5174 Advertising Sales Occupations
- 5177 Business Services Sales Occupations
- 5179 Sales Occupations: Services, n.e.c.

519 OTHER SALES OCCUPATIONS

- 5190 Supervisors, Other Sales Occupations
- 5191 Buyers, Wholesale and Retail Trade
- 5193 Route Drivers
- 5199 Other Sales Occupations, n.e.c.

MAJOR GROUP 61 - SERVICE OCCUPATIONS

611 PROTECTIVE SERVICE OCCUPATIONS

- 6111 Fire-Fighting Occupations
- 6112 Police Officers and Detectives, Government
- 6113 Police Agents and Investigators, Private
- 6115 Guards and Related Security Occupations
- 6116 Commissioned Officers, Armed Forces
- 6117 Other Ranks, Armed Forces
- 6119 Protective Service Occupations, n.e.c.

612 FOOD AND BEVERAGE PREPARATION AND RELATED SERVICE OCCUPATIONS

- 6120 Supervisors, Food and Beverage Preparation and Related Service Occupations
- 6121 Chefs and Cooks
- 6123 Bartenders
- 6125 Food and Beverage Serving Occupations
- 6129 Food and Beverage Preparation and Related Service Occupations, n.e.c.

613 OCCUPATIONS IN LODGING AND OTHER ACCOMMODATION

- 6130 Supervisors, Occupations in Lodging and Other Accommodation
- 6133 Lodging Cleaners, Except Private Household
- 6135 Sleeping-Car and Baggage Porters
- 6139 Occupations in Lodging and Other Accommodation, n.e.c.

614 PERSONAL SERVICE OCCUPATIONS

- 6141 Funeral Directors, Embalmers and Related Occupations
- 6142 Housekeepers, Servants and Related Occupations
- 6143 Barbers, Hairdressers and Related Occupations
- 6144 Guides
- 6145 Travel and Related Attendants, Except Food and Beverage
- 6147 Child-Care Occupations
- 6149 Personal Service Occupations, n.e.c.

616 APPAREL AND FURNISHINGS SERVICE OCCUPATIONS

- 6160 Supervisors, Apparel and Furnishings Service Occupations
- 6161 Laundering Occupations
- 6163 Dry-Cleaning Occupations
- 6165 Pressing Occupations
- 6169 Apparel and Furnishings Service Occupations, n.e.c.

619 OTHER SERVICE OCCUPATIONS

- 6190 Supervisors, Other Service Occupations
- 6191 Janitors, Charworkers and Cleaners
- 6193 Elevator-Operating Occupations
- 6198 Occupations in Labouring and Other Elemental Work, Services
- 6199 Other Service Occupations, n.e.c.

MAJOR GROUP 71 - FARMING, HORTICULTURAL AND ANIMAL-HUSBANDRY OCCUPATIONS

711 FARMERS

- 7111 General Farmers
- 7113 Animal Farmers
- 7115 Crop Farmers

713 FARM MANAGEMENT OCCUPATIONS

- 7131 Farm Management Occupations

718/719 OTHER FARMING, HORTICULTURAL AND ANIMAL-HUSBANDRY OCCUPATIONS

- 7180 Foremen/women, Other Farming, Horticultural and Animal-Husbandry Occupations
- 7181 General Workers, Farm
- 7183 Field Crop and Vegetable-Growing Workers
- 7185 Orchard, Vineyard and Related Tree- and Shrub-Crop Workers
- 7187 Livestock Workers
- 7191 Dairy Workers, Farm
- 7193 Poultry and Hatchery Workers
- 7195 Nursery and Related Workers
- 7197 Farm-Machinery Operators and Custom Operators
- 7198 Occupations in Labouring and Other Elemental Work: Farming, Horticulture and Animal Husbandry
- 7199 Other Farming, Horticultural and Animal-Husbandry Occupations, n.e.c.

MAJOR GROUP 73 - FISHING, TRAPPING AND RELATED OCCUPATIONS

731 FISHING, TRAPPING AND RELATED OCCUPATIONS

- 7311 Captains and Other Officers, Fishing Vessels
- 7313 Net, Trap and Line Fishing Occupations
- 7315 Trapping and Related Occupations
- 7319 Fishing, Trapping and Related Occupations, n.e.c.

**MAJOR GROUP 75 - FORESTRY AND LOGGING
OCCUPATIONS**

751 FORESTRY AND LOGGING OCCUPATIONS

- 7510 Foremen/women, Forestry and Logging Occupations
- 7511 Forestry Conservation Occupations
- 7513 Timber Cutting and Related Occupations
- 7516 Log Inspecting, Grading, Scaling and Related Occupations
- 7517 Log Hoisting, Sorting, Moving and Related Occupations
- 7518 Occupations in Labouring and Other Elemental Work, Forestry and Logging
- 7519 Forestry and Logging Occupations, n.e.c.

**MAJOR GROUP 77 - MINING AND QUARRYING INCLUDING
OIL AND GAS FIELD OCCUPATIONS**

**771 MINING AND QUARRYING INCLUDING OIL AND GAS FIELD
OCCUPATIONS**

- 7710 Foremen/women, Mining and Quarrying Including Oil and Gas Field Occupations
- 7711 Rotary Well-Drilling and Related Occupations
- 7713 Other Rock and Soil Drilling Occupations
- 7715 Blasting Occupations
- 7717 Mining and Quarrying: Cutting, Handling and Loading Occupations
- 7718 Occupations in Labouring and Other Elemental Work, Mining and Quarrying Including Oil and Gas Fields
- 7719 Mining and Quarrying Including Oil and Gas Field Occupations, n.e.c.

MAJOR GROUP 81/82 - PROCESSING OCCUPATIONS

811 MINERAL ORE TREATING OCCUPATIONS

- 8110 Foremen/women, Mineral Ore Treating Occupations
- 8111 Crushing and Grinding Occupations, Mineral Ores
- 8113 Mixing, Separating, Filtering and Related Occupations, Mineral Ores
- 8115 Melting and Roasting Occupations, Mineral Ores
- 8116 Inspecting, Testing, Grading and Sampling Occupations, Mineral Ore Treating
- 8118 Occupations in Labouring and Other Elemental Work, Mineral Ore Treating
- 8119 Mineral Ore Treating Occupations, n.e.c.

813/814 METAL PROCESSING AND RELATED OCCUPATIONS

- 8130 Foremen/women, Metal Processing and Related Occupations
- 8131 Metal Smelting, Converting and Refining Occupations
- 8133 Metal Heat-Treating Occupations
- 8135 Metal Rolling Occupations
- 8137 Moulding, Coremaking and Metal Casting Occupations
- 8141 Metal Extruding and Drawing Occupations
- 8143 Plating, Metal Spraying and Related Occupations
- 8146 Inspecting, Testing, Grading, and Sampling Occupations, Metal Processing
- 8148 Occupations in Labouring and Other Elemental Work, Metal Processing
- 8149 Metal Processing and Related Occupations, n.e.c.

815 CLAY, GLASS AND STONE PROCESSING, FORMING AND RELATED OCCUPATIONS

- 8150 Foremen/women, Clay, Glass and Stone Processing, Forming and Related Occupations
- 8151 Furnace and Kiln Workers: Clay, Glass and Stone
- 8153 Separating, Crushing, Grinding and Mixing Occupations: Clay, Glass and Stone
- 8155 Forming Occupations: Clay, Glass and Stone
- 8156 Inspecting, Testing and Grading Occupations: Clay, Glass and Stone Processing and Forming
- 8158 Occupations in Labouring and Other Elemental Work: Clay, Glass and Stone Processing and Forming
- 8159 Clay, Glass and Stone Processing, Forming and Related Occupations, n.e.c.

816/817 CHEMICALS, PETROLEUM, RUBBER, PLASTIC AND RELATED MATERIALS PROCESSING OCCUPATIONS

- 8160 Foremen/women, Chemicals, Petroleum, Rubber, Plastic and Related Materials Processing Occupations
- 8161 Mixing and Blending Occupations, Chemicals and Related Materials
- 8163 Filtering, Straining and Separating Occupations, Chemicals and Related Materials
- 8165 Distilling, Subliming and Carbonizing Occupations, Chemicals and Related Materials
- 8167 Roasting, Cooking and Drying Occupations, Chemicals and Related Materials
- 8171 Crushing and Grinding Occupations, Chemicals and Related Materials
- 8173 Coating and Calendering Occupations, Chemicals and Related Materials
- 8176 Inspecting, Testing and Sampling Occupations: Chemicals, Petroleum, Rubber, Plastic and Related Materials Processing

MAJOR GROUP 81/82 - PROCESSING OCCUPATIONS

- 8178 Occupations in Labouring and Other Elemental Work: Chemicals, Petroleum, Rubber, Plastic and Related Materials Processing
- 8179 Chemicals, Petroleum, Rubber, Plastic and Related Materials Processing Occupations, n.e.c.

821/822 FOOD, BEVERAGE AND RELATED PROCESSING OCCUPATIONS

- 8210 Foremen/women, Food, Beverage and Related Processing Occupations
- 8211 Flour and Grain Milling Occupations
- 8213 Baking, Confectionery Making and Related Occupations
- 8215 Slaughtering and Meat Cutting, Canning, Curing and Packing Occupations
- 8217 Fish Canning, Curing and Packing Occupations
- 8221 Fruit and Vegetable Canning, Preserving and Packing Occupations
- 8223 Milk Processing and Related Occupations
- 8225 Sugar Processing and Related Occupations
- 8226 Inspecting, Testing, Grading and Sampling Occupations: Food, Beverage and Related Processing
- 8227 Beverage Processing Occupations
- 8228 Occupations in Labouring and Other Elemental Work: Food, Beverage and Related Processing
- 8229 Food, Beverage and Related Processing Occupations, n.e.c.

823 WOOD PROCESSING OCCUPATIONS, EXCEPT PAPER PULP

- 8230 Foremen/women, Wood Processing Occupations, Except Paper Pulp
- 8231 Sawmill Sawyers and Related Occupations
- 8233 Plywood Making and Related Occupations
- 8235 Wood Treating Occupations
- 8236 Inspecting, Testing and Grading Occupations: Wood Processing, Except Paper Pulp
- 8238 Occupations in Labouring and Other Elemental Work: Wood Processing, Except Paper Pulp
- 8239 Wood Processing Occupations, Except Paper Pulp, n.e.c.

825 PULP AND PAPERMAKING AND RELATED OCCUPATIONS

- 8250 Foremen/women, Pulp and Papermaking and Related Occupations
- 8251 Cellulose Pulp Preparing Occupations
- 8253 Papermaking and Finishing Occupations
- 8256 Inspecting, Testing, Grading and Sampling Occupations, Pulp and Papermaking
- 8258 Occupations in Labouring and Other Elemental Work, Pulp and Papermaking
- 8259 Pulp and Papermaking and Related Occupations, n.e.c.

826/827 TEXTILE PROCESSING OCCUPATIONS

- 8260 Foremen/women, Textile Processing Occupations
- 8261 Textile Fibre Preparing Occupations
- 8263 Textile Spinning and Twisting Occupations
- 8265 Textile Winding and Reeling Occupations
- 8267 Textile Weaving Occupations

MAJOR GROUP 81/82 - PROCESSING OCCUPATIONS

- 8271 Knitting Occupations
- 8273 Textile Bleaching and Dyeing Occupations
- 8275 Textile Finishing and Calendering Occupations
- 8276 Inspecting, Testing, Grading and Sampling Occupations, Textile Processing
- 8278 Occupations in Labouring and Other Elemental Work, Textile Processing
- 8279 Textile Processing Occupations, n.e.c.

829 OTHER PROCESSING OCCUPATIONS

- 8290 Foremen/women, Other Processing Occupations
- 8293 Tobacco Processing Occupations
- 8295 Hide and Pelt Processing Occupations
- 8296 Inspecting, Testing, Grading and Sampling Occupations, Processing, n.e.c.
- 8298 Occupations in Labouring and Elemental Work, Other Processing
- 8299 Other Processing Occupations, n.e.c.

MAJOR GROUP 83 - MACHINING AND RELATED OCCUPATIONS

831 METAL MACHINING OCCUPATIONS

- 8310 Foremen/women, Metal Machining Occupations
- 8311 Tool-and Die-Making Occupations
- 8313 Machinist and Machine-Tool Setting-Up Occupations
- 8315 Machine-Tool Operating Occupations
- 8316 Inspecting and Testing Occupations, Metal Machining
- 8319 Metal Machining Occupations, n.e.c.

833 METAL SHAPING AND FORMING OCCUPATIONS, EXCEPT MACHINING

- 8330 Foremen/women, Metal Shaping and Forming Occupations, Except Machining
- 8331 Forging Occupations
- 8333 Sheet-Metal Workers
- 8334 Metalworking-Machine Operators, n.e.c.
- 8335 Welding and Flame Cutting Occupations
- 8336 Inspecting and Testing Occupations, Metal Shaping and Forming, Except
Machining
- 8337 Boilermakers, Platers and Structural-Metal Workers
- 8339 Metal Shaping and Forming Occupations, Except Machining, n.e.c.

835 WOOD MACHINING OCCUPATIONS

- 8350 Foremen/women, Wood Machining Occupations
- 8351 Wood Patternmaking Occupations
- 8353 Wood Sawing and Related Occupations, Except Sawmill
- 8355 Planing, Turning, Shaping and Related Wood Machining Occupations
- 8356 Inspecting Occupations, Wood Machining
- 8357 Wood Sanding Occupations
- 8359 Wood Machining Occupations, n.e.c.

837 CLAY, GLASS, STONE AND RELATED MATERIALS MACHINING OCCUPATIONS

- 8370 Foremen/women, Clay, Glass, Stone and Related Materials Machining
Occupations
- 8371 Cutting and Shaping Occupations: Clay, Glass, Stone and Related Materials
- 8373 Abrading and Polishing Occupations: Clay, Glass, Stone and Related Materials
- 8376 Inspecting Occupations: Clay, Glass, Stone and Related Materials Machining
- 8379 Clay, Glass, Stone and Related Materials Machining Occupations, n.e.c.

839 OTHER MACHINING AND RELATED OCCUPATIONS

- 8390 Foremen/women, Other Machining and Related Occupations
- 8391 Engravers, Etchers and Related Occupations
- 8393 Filing, Grinding, Buffing, Cleaning and Polishing Occupations, n.e.c.
- 8395 Patternmakers and Mouldmakers, n.e.c.
- 8396 Inspecting and Testing Occupations, Machining, n.e.c.
- 8399 Other Machining and Related Occupations, n.e.c.

MAJOR GROUP 85 - PRODUCT FABRICATING, ASSEMBLING AND REPAIRING OCCUPATIONS

851/852 FABRICATING AND ASSEMBLING OCCUPATIONS, METAL PRODUCTS, N.E.C.

- 8510 Foremen/women, Fabricating and Assembling Occupations, Metal Products, n.e.c.
- 8511 Engine and Related Equipment Fabricating and Assembling Occupations, n.e.c.
- 8513 Motor Vehicle Fabricating and Assembling Occupations, n.e.c.
- 8515 Aircraft Fabricating and Assembling Occupations, n.e.c.
- 8523 Industrial, Farm, Construction and Other Mechanized Equipment and Machinery Fabricating and Assembling Occupations, n.e.c.
- 8525 Business and Commercial Machines Fabricating and Assembling Occupations, n.e.c.
- 8526 Inspecting and Testing Occupations, Fabricating and Assembling Metal Products, n.e.c.
- 8527 Precision Instruments and Related Equipment Fabricating and Assembling Occupations, n.e.c.
- 8528 Occupations in Labouring and Other Elemental Work, Fabricating and Assembling Metal Products, n.e.c.
- 8529 Other Fabricating and Assembling Occupations, Metal Products, n.e.c.

853 FABRICATING, ASSEMBLING, INSTALLING AND REPAIRING OCCUPATIONS: ELECTRICAL, ELECTRONIC AND RELATED EQUIPMENT

- 8530 Foremen/women, Fabricating, Assembling, Installing and Repairing Occupations, Electrical, Electronic and Related Equipment
- 8531 Electrical Equipment Fabricating and Assembling Occupations
- 8533 Electrical and Related Equipment Installing and Repairing Occupations, n.e.c.
- 8534 Electronic Equipment Fabricating and Assembling Occupations
- 8535 Electronic and Related Equipment Installing and Repairing Occupations, n.e.c.
- 8536 Inspecting and Testing Occupations: Fabricating, Assembling, Installing and Repairing Electrical, Electronic and Related Equipment
- 8537 Radio and Television Service Repairers
- 8538 Occupations in Labouring and Other Elemental Work: Fabricating, Assembling, Installing and Repairing Electrical, Electronic and Related Equipment
- 8539 Fabricating, Assembling, Installing and Repairing Occupations: Electrical, Electronic and Related Equipment, n.e.c.

854 FABRICATING, ASSEMBLING AND REPAIRING OCCUPATIONS, WOOD PRODUCTS

- 8540 Foremen/women, Fabricating, Assembling and Repairing Occupations, Wood Products
- 8541 Cabinet and Wood Furniture Makers
- 8546 Inspecting and Grading Occupations: Fabricating, Assembling and Repairing, Wood Products
- 8548 Occupations in Labouring and Other Elemental Work: Fabricating, Assembling and Repairing, Wood Products
- 8549 Fabricating, Assembling and Repairing Occupations, Wood Products, n.e.c.

855/856 FABRICATING, ASSEMBLING AND REPAIRING OCCUPATIONS: TEXTILE, FUR AND LEATHER PRODUCTS

- 8550 Foremen/women, Fabricating, Assembling and Repairing Occupations: Textile, Fur and Leather Products

MAJOR GROUP 85 - PRODUCT FABRICATING, ASSEMBLING AND REPAIRING OCCUPATIONS

- 8551 Patternmaking, Marking and Cutting Occupations: Textile, Fur and Leather Products
- 8553 Tailors and Dressmakers
- 8555 Furriers
- 8557 Milliners, Hat and Cap Makers
- 8561 Shoemaking and Repairing Occupations
- 8562 Upholsterers
- 8563 Sewing Machine Operators, Textile and Similar Materials
- 8566 Inspecting, Grading and Sampling Occupations: Fabricating, Assembling and Repairing, Textile, Fur and Leather Products
- 8568 Occupations in Labouring and Other Elemental Work: Fabricating, Assembling and Repairing, Textile, Fur and Leather Products
- 8569 Fabricating, Assembling and Repairing Occupations: Textile, Fur and Leather Products, n.e.c.

857 FABRICATING, ASSEMBLING AND REPAIRING OCCUPATIONS, RUBBER, PLASTIC AND RELATED PRODUCTS

- 8570 Foremen/women, Fabricating, Assembling and Repairing Occupations, Rubber, Plastic and Related Products
- 8571 Bonding and Cementing Occupations, Rubber, Plastic and Related Products
- 8573 Moulding Occupations, Rubber, Plastic and Related Products
- 8575 Cutting and Finishing Occupations, Rubber, Plastic and Related Products
- 8576 Inspecting, Testing, Grading and Sampling Occupations: Fabricating, Assembling and Repairing, Rubber, Plastic and Related Products
- 8578 Occupations in Labouring and Other Elemental Work: Fabricating, Assembling and Repairing, Rubber, Plastic and Related Products
- 8579 Fabricating, Assembling and Repairing Occupations, Rubber, Plastic and Related Products, n.e.c.

858 MECHANICS AND REPAIRERS, EXCEPT ELECTRICAL

- 8580 Foremen/women, Mechanics and Repairers, Except Electrical
- 8581 Motor-Vehicle Mechanics and Repairers
- 8582 Aircraft Mechanics and Repairers
- 8583 Rail Transport Equipment Mechanics and Repairers
- 8584 Industrial, Farm and Construction Machinery Mechanics and Repairers
- 8585 Business and Commercial Machine Mechanics and Repairers
- 8586 Inspecting and Testing Occupations, Equipment Repair, n.e.c.
- 8587 Watch and Clock Repairers
- 8588 Precision-Instrument Mechanics and Repairers
- 8589 Mechanics and Repairers, Except Electrical, n.e.c.

859 OTHER PRODUCT FABRICATING, ASSEMBLING AND REPAIRING OCCUPATIONS

- 8590 Foremen/women, Product Fabricating, Assembling and Repairing Occupations
- 8591 Jewellery and Silverware Fabricating, Assembling and Repairing Occupations
- 8592 Marine Craft Fabricating, Assembling and Repairing
- 8593 Paper Product Fabricating and Assembling Occupations

MAJOR GROUP 85 - PRODUCT FABRICATING, ASSEMBLING AND REPAIRING OCCUPATIONS

- 8595 Painting and Decorating Occupations, Except Construction
- 8596 Inspecting, Testing and Grading Occupations: Product Fabricating, Assembling and Repairing, n.e.c.
- 8598 Occupations in Labouring and Other Elemental Work: Product Fabricating, Assembling and Repairing, n.e.c.
- 8599 Other Product Fabricating, Assembling and Repairing Occupations, n.e.c.

MAJOR GROUP 87 - CONSTRUCTION TRADES OCCUPATIONS

871 EXCAVATING, GRADING, PAVING AND RELATED OCCUPATIONS

- 8710 Foremen/women, Excavating, Grading, Paving and Related Occupations
- 8711 Excavating, Grading and Related Occupations
- 8713 Paving, Surfacing and Related Occupations
- 8715 Railway Section and Track Workers
- 8718 Occupations in Labouring and Other Elemental Work: Excavating, Grading, and Paving
- 8719 Excavating, Grading, Paving and Related Occupations, n.e.c.

873 ELECTRICAL POWER, LIGHTING AND WIRE COMMUNICATIONS EQUIPMENT ERECTING, INSTALLING AND REPAIRING OCCUPATIONS

- 8730 Foremen/women, Electrical Power, Lighting and Wire Communications Equipment Erecting, Installing and Repairing Occupations
- 8731 Electrical Power Line Workers and Related Occupations
- 8733 Construction Electricians and Repair Workers
- 8735 Wire Communications and Related Equipment Installing and Repairing Occupations
- 8736 Inspecting and Testing Occupations: Electrical Power, Lighting and Wire Communications Equipment Erecting, Installing and Repairing
- 8738 Occupations in Labouring and Other Elemental Work: Electrical Power, Lighting and Wire Communications Equipment Erecting, Installing and Repairing
- 8739 Electrical Power, Lighting and Wire Communications Equipment Erecting, Installing and Repairing Occupations, n.e.c.

878/879 OTHER CONSTRUCTION TRADES OCCUPATIONS

- 8780 Foremen/women, Other Construction Trades Occupations
- 8781 Carpenters and Related Occupations
- 8782 Brick and Stone Masons and Tile Setters
- 8783 Concrete Finishing and Related Occupations
- 8784 Plasterers and Related Occupations
- 8785 Painters, Paperhangers and Related Occupations
- 8786 Insulating Occupations, Construction
- 8787 Roofing, Waterproofing and Related Occupations
- 8791 Pipefitting, Plumbing and Related Occupations, n.e.c.
- 8793 Structural-Metal Erectors
- 8795 Glaziers
- 8796 Inspecting and Testing Occupations, Construction, Except Electrical
- 8798 Occupations in Labouring and Other Elemental Work, Other Construction Trades
- 8799 Other Construction Trades Occupations, n.e.c.

MAJOR GROUP 91 - TRANSPORT EQUIPMENT OPERATING OCCUPATIONS

911 AIR TRANSPORT OPERATING OCCUPATIONS

- 9110 Supervisors, Air Transport Operating Occupations
- 9111 Air Pilots, Flight Officers and Flight Engineers
- 9113 Air Transport Operating Support Occupations
- 9119 Air Transport Operating Occupations, n.e.c.

913 RAILWAY TRANSPORT OPERATING OCCUPATIONS

- 9130 Foremen/women, Railway Transport Operating Occupations
- 9131 Locomotive Operating Occupations
- 9133 Conductors and Brake Workers, Railway
- 9135 Railway Transport Operating Support Occupations
- 9139 Railway Transport Operating Occupations, n.e.c.

915 WATER TRANSPORT OPERATING OCCUPATIONS

- 9151 Deck Officers
- 9153 Engineer Officers, Ship
- 9155 Deck Crew, Ship
- 9157 Engine and Boiler Room Crew, Ship
- 9159 Water Transport Operating Occupations, n.e.c.

917 MOTOR TRANSPORT OPERATING OCCUPATIONS

- 9170 Supervisors, Motor Transport Operating Occupations
- 9171 Bus Drivers
- 9173 Taxi Drivers and Chauffeurs
- 9175 Truck Drivers
- 9179 Motor Transport Operating Occupations, n.e.c.

919 OTHER TRANSPORT AND RELATED EQUIPMENT OPERATING OCCUPATIONS

- 9190 Supervisors, Other Transport and Related Equipment Operating Occupations
- 9191 Subway and Street Railway Operating Occupations
- 9193 Rail Vehicle Operators, Except Rail Transport
- 9199 Other Transport and Related Equipment Operating Occupations, n.e.c.

MAJOR GROUP 93 - MATERIAL HANDLING AND RELATED OCCUPATIONS, N.E.C.

931 MATERIAL HANDLING AND RELATED OCCUPATIONS, N.E.C.

- 9310 Foremen/women, Material Handling and Related Occupations, n.e.c.
- 9311 Hoisting Occupations, n.e.c.
- 9313 Longshore Workers, Stevedores and Freight Handlers
- 9315 Material Handling Equipment Operators, n.e.c.
- 9317 Packaging Occupations, n.e.c.
- 9318 Occupations in Labouring and Other Elemental Work, Material Handling, n.e.c.
- 9319 Other Material Handling and Related Occupations, n.e.c.

MAJOR GROUP 95 - OTHER CRAFTS AND EQUIPMENT OPERATING OCCUPATIONS

951 PRINTING AND RELATED OCCUPATIONS

- 9510 Foremen/women, Printing and Related Occupations
- 9511 Typesetting and Composing Occupations
- 9512 Printing Press Occupations
- 9513 Stereotyping and Electrotyping Occupations
- 9514 Printing/Engraving, Except Photoengraving Occupations
- 9515 Photoengraving and Related Occupations
- 9517 Bookbinding and Related Occupations
- 9518 Occupations in Labouring and Other Elemental Work, Printing and Related Activities
- 9519 Printing and Related Occupations, n.e.c.

953 STATIONARY ENGINE AND UTILITIES EQUIPMENT OPERATING AND RELATED OCCUPATIONS

- 9530 Foremen/women, Stationary Engine and Utilities Equipment Operating and Related Occupations
- 9531 Power Station Operators
- 9533 Stationary Engine and Auxiliary Equipment Operating and Maintaining Occupations
- 9535 Water and Sanitation Utilities Equipment Operating Occupations
- 9537 Pumping and Pipeline Equipment Operating Occupations
- 9539 Stationary Engine and Utilities Equipment Operating and Related Occupations, n.e.c.

955 ELECTRONIC AND RELATED COMMUNICATIONS EQUIPMENT OPERATING OCCUPATIONS, N.E.C.

- 9550 Supervisors, Electronic and Related Communications Equipment Operating Occupations, n.e.c.
- 9551 Radio and Television Broadcasting Equipment Operators
- 9553 Telegraph Operators
- 9555 Sound and Video Recording and Reproduction Equipment Operators
- 9557 Motion Picture Projectionists
- 9559 Electronic and Related Communications Equipment Operating Occupations, n.e.c.

959 OTHER CRAFTS AND EQUIPMENT OPERATING OCCUPATIONS, N.E.C.

- 9590 Foremen/women, Other Crafts and Equipment Operating Occupations, n.e.c.
- 9591 Photographic Processing and Finishing Occupations
- 9599 Miscellaneous Crafts and Equipment Operating Occupations, n.e.c.

MAJOR GROUP 99 - OCCUPATIONS NOT ELSEWHERE CLASSIFIED

991 OCCUPATIONS NOT ELSEWHERE CLASSIFIED

- 9910 Supervisors and Foremen/women, n.e.c.
- 9916 Inspecting, Testing, Grading and Sampling Occupations, n.e.c.
- 9918 Occupations in Labouring and Other Elemental Work, n.e.c.
- 9919 Other Occupations, n.e.c.

NEW CCDO OCCUPATIONAL DESCRIPTIONS

Numerous users of the CCDO have requested that certain occupations be studied for inclusion in the classification structure. Most of the requests have come from Canada Employment Counsellors requiring assistance in coding these occupations for client placement. Based primarily on this need, it was felt that the following occupations best warranted immediate classification (the titles are here arranged in alphabetical order for ease of location, but the descriptions themselves are arranged in numerical order):

3119-112	ACUPUNCTURIST (medical)
4195-118	ADMINISTRATIVE CLERK (military)
8582-112	AERO-ENGINE TECHNICIAN (military)
2797-129	AEROMEDICAL INSTRUCTOR (military)
2155-128	AEROSPACE ENGINEER (military)
8582-108	AIRCRAFT MAINTENANCE ENGINEER (air & space-craft)
8582-113	AIRFRAME TECHNICIAN (military)
6116-170	AIR WEAPONS CONTROL OFFICER (military)
2119-120	ALCOHOL EXAMINER (gov. serv.)
8599-111	AMMUNITION TECHNICIAN (military)
8539-151	ANTENNA-INSTALLER APPRENTICE (electronic equip.)
8581-111	ANTIQUE-CAR RESTORER (motor vehicle)
5199-112	ANTIQUE DEALER (ret. trade)
8533-127	APPLIANCE-REPAIRER APPRENTICE (electric. equip.)
2183-124	APPLICATION PROGRAMMER (prof. & tech., n.e.c.)
2114-118	APPLICATIONS AND IMPACT METEOROLOGIST (prof. & tech., n.e.c.)
7319-115	AQUACULTURE TECHNICIAN (fishing)
2313-118	ARCHAEOLOGIST (prof. & tech., n.e.c.)
6117-200	ARMoured VEHICLE CREWMEMBER (military)
6116-120	ARMOUR OFFICER (military)
6116-140	ARTILLERY OFFICER (military)
6117-180	ARTILLERY SOLDIER (military)
1149-116	ARTS ADMINISTRATOR (prof. & tech., n.e.c.)
* 8534-124	ASSEMBLER, SURFACE MOUNTED CIRCUIT BOARDS (electronic equip.)
5172-124	ASSISTANT APPRAISER, REAL ESTATE (insur. & real estate)
7711-119	ASSISTANT DRILLER, OFFSHORE DRILLING RIG (oil & nat. gas)
7710-134	ASSISTANT OFFSHORE-DRILLING-RIG SUPERINTENDENT (oil & nat. gas)
5137-118	ASSISTANT-SALES CLERK (ret. trade)
8581-180	AUTO CARE WORKER (motor vehicle)
4155-113	AUTOMATED STORAGE AND RETRIEVAL SYSTEM OPERATOR (clerical)
* 8526-132	AUTOMOBILE ENGINE TESTER (motor vehicle)
8581-144	AUTOMOBILE RADIO AND ACCESSORIES INSTALLER (motor vehicle)
8581-185	AUTOMOTIVE-GLASS-INSTALLER APPRENTICE (motor vehicle)
8581-171	AUTOMOTIVE-RADIATOR-REPAIRER APPRENTICE (motor vehicle)
8581-135	AUTOMOTIVE TUNE-UP AND ELECTRICAL SYSTEMS APPRENTICE (motor vehicle)
8539-116	AVIONICS ASSEMBLER (electric. equip.; electronic equip.)
8213-208	BAKE-OFF EQUIPMENT TENDER (bake. prod.)
8213-115	BAKER APPRENTICE (bake. prod.; cater. & lodg.; food & bev., n.e.c.)
5137-107	BAKERY CLERK (ret. trade)
* 8588-115	BIOMEDICAL AND LABORATORY EQUIPMENT REPAIRER (electronic equip.; scient. & ind. equip., n.e.c.)
2159-124	BIOMEDICAL ENGINEER, CLINICAL (medical)
2159-123	BIOMEDICAL ENGINEER, RESEARCH AND DEVELOPMENT (medical)

8573-164	BLOW MOULDING MACHINE OPERATOR (plastic prod.)
8592-200	BOATBUILDER APPRENTICE (ship & boat bldg.)
8337-111	BOILERMAKER APPRENTICE (struc., plate & ornam. metal)
8337-119	BOILERMAKER, ERECTION AND REPAIR APPRENTICE (struc., plate & ornam. metal)
5199-128	BRIDAL CONSULTANT (ret. trade)
* 3337-116	BROADCAST JOURNALIST (broadcast., motion pic. & stage)
5172-113	BUSINESS VALUATOR (bus. serv.)
8541-111	CABINETMAKER APPRENTICE (furn.)
8535-106	CADD/CAM REPAIR TECHNICIAN (electronic equip.)
2163-177	CAD DESIGNER, PRINTED CIRCUIT BOARDS (prof. & tech., n.e.c.)
6121-144	CAMP COOK HELPER (cater. & lodg.)
* 6139-108	CAMPGROUND ATTENDANT (cater. & lodg.)
* 6130-115	CAMPGROUND MANAGER (cater. & lodg.)
6130-111	CAMP MANAGER (cater. & lodg.)
6191-109	CARETAKER, LIVE-IN (any ind.)
8583-111	CAR-REPAIRER APPRENTICE (rail. rolling stock)
4133-128	CASHIER, ELECTRONIC CASH REGISTER (ret. trade)
4133-138	CASHIER, SELF-SERVE GAS BAR (motor vehicle; ret. trade)
6141-112	CEMETARY MANAGER (pers. serv., n.e.c.)
3157-113	CERTIFIED DENTAL ASSISTANT (medical)
2511-118	CHAPLAIN (military)
2117-246	CHEMICAL TECHNICIAN HEAVY WATER PLANT AND NUCLEAR-GENERATING STATION (prof. & tech., n.e.c.)
8530-138	CHIEF ELECTRICIAN, DRILLING RIG (electric. equip.; electronic equip.)
2114-114	CLIMATOLOGIST (prof. & tech., n.e.c.)
3111-145	CLINICAL IMMUNOLOGIST (medical)
* 3137-116	CLINICAL OCCUPATIONAL THERAPY SPECIALIST (medical)
2133-212	CLINICAL PHARMACOLOGIST (prof. & tech., n.e.c.)
6143-127	COLOUR CONSULTANT (pers. serv., n.e.c.)
* 8581-116	COMMERCIAL TRANSPORT VEHICLE MECHANIC (motor vehicle)
2144-128	COMMUNICATIONS AND ELECTRONICS ENGINEER (military)
8535-112	COMMUNICATIONS TECHNICIAN, SEA (military)
8535-120	COMMUNICATION-SYSTEMS TECHNICIAN (military)
* 1179-149	COMMUNITY ARTS COORDINATOR (prof. & tech., n.e.c.)
* 3137-117	COMMUNITY OCCUPATIONAL THERAPIST (medical)
* 4199-116	COMPUTER AIDED DISPATCH CLERK (gov. serv.)
2163-116	COMPUTER-ASSISTED DESIGN DRAUGHTSMAN/WOMAN (prof. & tech., n.e.c.)
5131-116	COMPUTER CONSULTANT, MARKET SUPPORT (bus. serv.)
8535-108	COMPUTER EQUIPMENT REPAIR TECHNICIAN (electronic equip.)
2183-150	COMPUTER GRAPHICS SPECIALIST (prof. & tech., n.e.c.)
2183-154	COMPUTER HARDWARE SPECIALIST (prof. & tech., n.e.c.)
4143-112	COMPUTERIZED-INFORMATION PROCESSOR (clerical)
* 1179-192	CONFERENCE AND MEETING PLANNER (prof. & tech., n.e.c.)
2165-224	CONSTRUCTION-ENGINEERING TECHNICIAN (military)
5137-116	CONVENIENCE STORE CLERK (ret. trade)
8588-112	CONTROL TECHNICIAN, NUCLEAR-GENERATING STATION AND HEAVY WATER PLANT (scient. & ind. equip., n.e.c.)
6121-125	COOK (military)
1179-204	COST ESTIMATOR (construction)

1174-132	COUNSELLOR, PRE-RETIREMENT (prof. & tech., n.e.c.; social wel.)
2119-112	CRIME DETECTION LAB ANALYST (gov. serv.)
7197-112	CUSTOM HARVEST CREWPERSON (agric.)
5170-116	CUSTOMS HOUSE BROKER (bus. serv.)
3156-112	CYTOGENETICS TECHNOLOGIST (medical)
4143-140	DATA ENTRY CLERK (clerical)
5137-106	DELI CLERK (ret. trade)
3157-118	DENTAL-CLINICAL ASSISTANT (military)
8588-136	DENTAL-EQUIPMENT-MAINTENANCE TECHNICIAN (military)
3157-144	DENTAL-LABORATORY TECHNICIAN (military)
3113-142	DENTAL OFFICER (military)
4171-116	DENTAL RECEPTIONIST (clerical; medical)
3157-139	DENTAL-TECHNICIAN APPRENTICE (scient. & ind. equip., n.e.c.)
* 3157-111	DENTAL THERAPIST (medical)
3157-112	DENTAL THERAPIST (military)
7711-136	DERRICKHAND, OFFSHORE DRILLING RIG (oil & nat. gas)
3155-108	DIAGNOSTIC MEDICAL SONOGRAPHER (medical)
8584-383	DIESEL-MECHANIC APPRENTICE (mech. equip., n.e.c.)
1132-112	DIRECTOR OF COUNSELLING (educ.)
3337-134	DISC PLAYER (amuse. & rec.)
2163-127	DRAUGHTSMAN/WOMAN, ARCHITECTURAL APPRENTICE (prof. & tech., n.e.c.)
2163-155	DRAUGHTSMAN/WOMAN, MECHANICAL APPRENTICE (prof. & tech., n.e.c.)
2163-170	DRAUGHTSMAN/WOMAN, PROCESS PIPING (prof. & tech., n.e.c.)
7711-116	DRILLER, OFFSHORE DRILLING RIG (oil & nat. gas)
7713-119	DRILLER, WATER-WELL APPRENTICE (mining & quarrying)
2165-225	DRILLING-FLUID TECHNICIAN, OFFSHORE DRILLING RIG (oil & nat. gas)
2133-130	ECOLOGIST (prof. & tech., n.e.c.)
7319-116	EEL-CULTURE TECHNICIAN (fishing)
8533-112	ELECTRICAL TECHNICIAN (military)
8739-111	ELECTRICIAN (military)
8735-119	ELECTRICIAN, COMMUNICATIONS-EQUIPMENT APPRENTICE (electric. equip.; telecom.)
8733-146	ELECTRICIAN HELPER (construction)
8739-123	ELECTRIC-METER REPAIRER APPRENTICE (elec. power)
8535-121	ELECTRO-MECHANICAL TECHNICIAN (military)
* 8535-124	ELECTRONIC MUSIC EQUIPMENT REPAIRER (electronic equip.)
3156-116	ELECTRON MICROSCOPY TECHNOLOGIST (medical; prof. & tech., n.e.c.)
8585-124	ELECTRONIC CASH REGISTER SERVICER (electronic equip.; mech. equip., n.e.c.)
8535-136	ELECTRONIC GAMES REPAIRER (electronic equip.)
8535-105	ELECTRONIC TECHNICIAN, DRILLING RIG (electronic equip.)
8535-111	ELECTRONIC-WARFARE TECHNICIAN (military)
3111-160	EMERGENCY PHYSICIAN (medical)
1174-119	EMPLOYMENT RECRUITER (prof. & tech., n.e.c.)
2181-136	EPIDEMIOLOGIST (prof. & tech., n.e.c.)
4111-111	EXECUTIVE SECRETARY (clerical)
* 4193-108	EXPORT CLERK (bus. serv.)
8584-188	FARM-EQUIPMENT INSTALLER (mech. equip., n.e.c.)
8584-331	FARM-EQUIPMENT-MECHANIC APPRENTICE (mech. equip., n.e.c.)
* 6125-127	FAST FOODS SERVICE WORKER (cater. & lodg.)

8735-184	FIBRE-OPTIC CABLE SPLICER (telecom.)
8799-145	FIELD ENGINEER (military)
5137-112	FILM CLERK (ret. trade)
* 8573-163	FILM EXTRUSION MACHINE OPERATOR (plastic prod.)
4131-116	FINANCE CLERK (military)
6117-170	FIRECONTROL OPERATOR (military)
6117-140	FIRECONTROL TECHNICIAN (military)
6111-124	FIRE FIGHTER (military)
* 1116-164	FISHERIES OBSERVER (gov. serv.)
8217-111	FISH PLANT WORKER (fish process.)
8226-111	FISH-ROE TECHNICIAN (fish process.)
* 8535-148	FLASH BUTT WELDING MACHINE OPERATOR (mach., weld. & forg.)
1179-200	FOOD-AND-BEVERAGE CONTROLLER (cater. & lodg.)
9179-164	FOOD DELIVERY DRIVER (motor trans.)
2139-130	FOOD TECHNICIAN (prof. & tech., n.e.c.)
3315-116	FORENSIC PHOTOGRAPHER (gov. serv.)
7511-113	FORESTRY-CONSERVATION WORKER (forest. & log.)
* 1147-128	FREIGHT FORWARDER (bus. serv.)
* 4190-140	FREIGHT FORWARDING TECHNICIAN (bus. serv.)
8589-131	FUEL-INJECTION APPRENTICE (mech. equip., n.e.c.)
8581-115	FUEL SYSTEM CONVERSION INSTALLER (motor vehicle)
8555-124	FUR-SEWING-MACHINE OPERATOR (fur goods)
5145-118	GAS-BAR ATTENDANT (motor vehicle; ret. trade)
2333-120	GERIATRIC-ACTIVITIES AIDE (social wel.)
3111-156	GERIATRICIAN (medical)
8711-144	GRADALL OPERATOR (construction)
5191-112	GRAIN-ELEVATOR MANAGER (agric.; whole. trade)
1179-205	GRAPHOANALYST (prof. & tech., n.e.c.)
7517-116	GRAPPLE-YARDER HOOKTENDER (forest. & log.)
7517-115	GRAPPLE-YARDER OPERATOR (forest. & log.)
* 6144-122	GUIDE, HORSE DRAWN SIGHTSEEING TOUR (pers. serv., n.e.c.)
2119-116	HAIR AND FIBRE EXAMINER (gov. serv.)
1134-124	HEALTH EDUCATOR (medical)
8584-113	HEAVY-DUTY-EQUIPMENT-MECHANIC APPRENTICE (mech. equip., n.e.c.; motor vehicle)
8584-112	HEAVY-DUTY-EQUIPMENT MECHANIC (mech. equip., n.e.c.; motor vehicle)
8589-196	HEAVY-EQUIPMENT SERVICER (any ind.)
* 6144-108	HISTORICAL INTERPRETER (amuse. & rec.; educ.; gov. serv.)
2117-232	HOLOGRAPHIC TECHNICIAN (prof. & tech., n.e.c.)
3719-116	HOT AIR BALLOONIST (amuse. & rec.)
6142-134	HOUSESITTER (pers. serv., n.e.c.)
8780-162	HOUSING REHABILITATION SPECIALIST (construction)
8592-120	HULL TECHNICIAN (military)
3159-168	HYGIENE TECHNICIAN (military)
2399-130	HYPNOTHERAPIST (prof. & tech., n.e.c.)
3156-124	IMMUNOHEMATOLOGY TECHNOLOGIST (medical)
2133-168	IMMUNOLOGIST (prof. & tech., n.e.c.)
3156-123	IMMUNOLOGY TECHNOLOGIST (medical)
* 4193-109	IMPORT CLERK (bus. serv.)
* 8536-156	IN-CIRCUIT TEST OPERATOR (electronic equip.)

8533-111	INDUSTRIAL-ELECTRICIAN APPRENTICE (electric. equip.)
8588-119	INDUSTRIAL-INSTRUMENT-MECHANIC APPRENTICE (scient. & ind. equip., n.e.c.)
6116-150	INFANTRY OFFICER (military)
6117-190	INFANTRY SOLDIER (military)
8226-120	INSPECTOR-GRADER, FISH (fish process.)
8588-113	INSTRUMENT AND ELECTRICAL TECHNICIAN (military)
5170-115	INSURANCE BROKER (insur. & real estate)
8588-120	INTEGRAL-SYSTEMS TECHNICIAN (military)
8539-140	INTEGRATED CIRCUIT ASSEMBLER (electronic equip.)
* 1179-148	INTERPRETATION-VISITOR SERVICES COORDINATOR (amuse. & rec.; gov. serv.)
8591-123	JEWELLER APPRENTICE (jewellery & precious metal prod.)
3119-122	KINESIOLOGIST (medical; prof. & tech., n.e.c.)
2147-128	LAND ORDNANCE ENGINEER (military)
8335-119	LASER-BEAM WELDER (mach., weld., & forg.)
* 8534-123	LASER-TRIMMER OPERATOR (electronic equip.)
8784-123	LATHER APPRENTICE (construction)
* 5135-111	LEASING REPRESENTATIVE, MOTOR VEHICLES (bus. serv.; motor trans.)
2343-112	LEGAL OFFICER (military)
4111-112	LEGAL SECRETARY (clerical)
2799-115	LIFE SKILLS COACH (educ.; social wel.)
8735-139	LINE INSTALLER-REPAIRER (military)
* 8791-137	LINER INSTALLER, PIPELINES (construction)
7319-117	LOBSTER-CULTURE TECHNICIAN (fishing)
9175-124	LOGGING TRUCK DRIVER (forest. & log.; motor trans.)
6116-160	LOGISTICS OFFICER (military)
8313-148	MACHINIST (military)
8313-155	MACHINIST APPRENTICE (mach., weld. & forg.)
1179-174	MANAGEMENT-SEMINAR LEADER (prof. & tech., n.e.c.)
1171-298	MANAGER TRAINEE, CONSUMER CREDIT SERVICES (bank. & finance)
5130-198	MANAGER TRAINEE, RETAIL (ret. trade)
8791-162	MANDREL OPERATOR, PIPELINE (construction)
8798-108	MANUFACTURED HOUSING PRODUCTION WORKER (construction)
* 2165-160	MANUFACTURING COST ESTIMATOR (prof. & tech., n.e.c.)
5145-126	MARINA ATTENDANT (ret. trade)
4192-120	MARINE-CARGO SURVEYOR (bus. serv.)
8533-116	MARINE ELECTRICIAN (military)
9153-119	MARINE-ENGINEER APPRENTICE (water trans.)
8592-203	MARINE-ENGINE-MECHANIC APPRENTICE (ship & boat bldg.)
2159-136	MARITIME-ENGINEERING OFFICER (military)
6116-130	MARITIME SURFACE AND SUB SURFACE OFFICER (military)
3137-134	MASSAGE THERAPIST (medical)
8793-122	MEASURER (struct., plate & ornam. metal)
5137-109	MEAT COUNTER CLERK (ret. trade)
8215-115	MEAT-CUTTER APPRENTICE (ret. trade; slaught. & meat pack.)
8584-132	MECHANICAL MAINTAINER, NUCLEAR-GENERATING STATION AND HEAVY WATER PLANT (mech. equip., n.e.c.)
3139-124	MEDICAL ASSISTANT (military)
3156-132	MEDICAL-LABORATORY TECHNICIAN (military)
4171-112	MEDICAL OFFICE ASSISTANT (clerical; medical)

3111-186	MEDICAL OFFICER (military)
4111-113	MEDICAL SECRETARY (clerical)
3139-117	MEDICAL WARDEN, DRILLING RIG (medical; oil & nat. gas)
8333-120	METALS TECHNICIAN (military)
2117-261	METEOROLOGICAL TECHNICIAN (military)
4141-120	MICROFILMER (bus. serv.; gov. serv.)
* 3139-112	MIDWIFE (medical)
2143-140	MILITARY-ENGINEERING OFFICER (military)
6112-156	MILITARY POLICEMAN/WOMAN (military)
8584-123	MILLWRIGHT APPRENTICE (mech. equip., n.e.c.)
7719-147	MINER APPRENTICE (construction; mining & quarrying)
2183-158	MINICOMPUTER/MICROCOMPUTER SPECIALIST (prof. & tech., n.e.c.)
7513-115	MOBILE-CHIPPER OPERATOR (forest. & log.)
5172-111	MORTGAGE BROKER (insur. & real estate)
8592-228	MOTORMAN/WOMAN, OFFSHORE DRILLING RIG (ship & boat bldg.)
8581-155	MOTOR VEHICLE ALIGNER AND BRAKE MECHANIC APPRENTICE (motor vehicle)
8581-143	MOTOR-VEHICLE-BODY-REPAIRER APPRENTICE (motor vehicle)
1116-152	MOTOR-VEHICLE INSPECTOR (gov. serv.)
8313-151	MOTOR-VEHICLE-MACHINIST APPRENTICE (mach., weld. & forg.)
8581-113	MOTOR-VEHICLE-MECHANIC APPRENTICE (motor vehicle)
8595-115	MOTOR-VEHICLE-PAINTER APPRENTICE (motor vehicle)
5135-127	MOTOR-VEHICLE-PARTS APPRENTICE (ret. trade; whole. trade)
8581-123	MOTOR-VEHICLE-TRANSMISSION-MECHANIC APPRENTICE (motor vehicle)
2165-162	MOULD DESIGNER (prof. & tech., n.e.c.)
8137-115	MOULDER, FOUNDRY APPRENTICE (iron & steel; non-ferrous metal)
8311-112	MOULD MAKER (mach., weld. & forg.)
6112-162	MUNICIPAL LAW ENFORCEMENT OFFICER (gov. serv.)
* 2353-132	MUSEUM TECHNICIAN (educ.)
3332-136	MUSICIAN (military)
8313-153	NC MACHINIST (mach., weld. & forg.)
3111-120	NEPHROLOGIST (medical)
4131-136	NIGHT AUDITOR (cater. & lodg.; clerical)
2157-114	NUCLEAR-OPERATIONS ENGINEER (elec. power)
2165-156	NUCLEAR TECHNOLOGIST (prof. & tech., n.e.c.)
3130-118	NURSING OFFICER (military)
3131-109	NURSING RESEARCHER (medical)
8585-119	OFFICE-MACHINE REPAIRER APPRENTICE (mech. equip., n.e.c.)
01-320	OFFICER (military)
3313-184	OFFICE-SPACE PLANNER (bus. serv.)
7710-128	OFFSHORE-DRILLING-RIG SUPERINTENDENT (oil & nat. gas)
3139-111	OPERATING ROOM ASSISTANT (military)
8179-112	OPERATOR, HEAVY WATER CHEMICAL PROCESS (chem., n.e.c.)
8793-111	ORNAMENTAL-METALWORKER APPRENTICE (construction)
8592-207	OUTBOARD-MOTOR-MECHANIC APPRENTICE (ship & boat bldg.)
1174-121	OUTPLACEMENT RELOCATION SPECIALIST (prof. & tech., n.e.c.)
* 6130-116	OUTPOST CAMP OPERATOR (amuse. & rec.; cater. & lodg.)
7319-119	OYSTER-CULTURE TECHNICIAN (fishing)
8785-119	PAINTER, INDUSTRIAL APPRENTICE (construction)
8798-110	PAPER LATCHER (construction)

3139-119	PARAMEDIC (medical)
8313-115	PATTERNMAKER, METAL APPRENTICE (mach., weld. & forg.)
* 1171-196	PERSONAL FINANCIAL PLANNER (prof. & tech., n.e.c.)
1174-120	PERSONNEL-SELECTION OFFICER (military)
8585-120	PHOTOCOPYING-MACHINE SERVICER (mech. equip., n.e.c.)
3315-120	PHOTOGRAPHIC TECHNICIAN (military)
3111-168	PHYSICIAN, COMMUNITY MEDICINE (medical)
* 8573-165	PIPE EXTRUSION MACHINE OPERATOR (plastic prod.)
* 8791-135	PIPELINE REHABILITATION WORKER (construction)
8573-108	PLASTICS MOULDING TECHNICIAN (plastic prod.)
8584-140	PLASTICS PROCESSING EQUIPMENT MECHANIC (mech. equip., n.e.c.; plastic prod.)
8791-125	PLUMBER-GAS FITTER (military)
8791-152	PLUMBER HELPER (construction)
1116-140	POLLUTION CONTROL INSPECTOR (gov. serv.)
2165-270	POLLUTION CONTROL TECHNICIAN (prof. & tech., n.e.c.)
4173-112	POSTAL CLERK (military)
8333-116	PRECISION METAL FABRICATOR (metal stamp., press. & coat.)
8787-129	PRE-HEATER TENDER, PIPELINE (construction)
* 8535-109	PROCESS-CONTROL EQUIPMENT REPAIRER (electronic equip.)
8539-120	PROCESS TECHNICIAN (electronic equip.)
3353-128	PROGRAM RESEARCHER (broadcast., motion pic. & stage)
1116-128	PROPERTY ASSESSOR (gov. serv.)
1179-180	QUANTITY SURVEYOR (construction)
8155-224	QUARTZWARE FABRICATOR (glass; scient. & ind. equip., n.e.c.)
8535-113	RADAR-SYSTEMS TECHNICIAN (military)
8535-115	RADAR TECHNICIAN (military)
8535-116	RADAR TECHNICIAN, SEA (military)
8537-111	RADIO AND TELEVISION REPAIR APPRENTICE (electronic equip.)
1116-144	RADIO INSPECTOR (gov. serv.)
8537-122	RADIO TECHNICIAN (military)
4171-130	RECEPTIONIST-TELEPHONE OPERATOR (clerical)
8581-132	RECREATION-VEHICLE REPAIRER (motor vehicle)
8582-116	REFINISHER TECHNICIAN (military)
8733-117	REFRIGERATION AND AIR-CONDITIONING MECHANIC (mech. equip., n.e.c.)
8733-113	REFRIGERATION AND AIR-CONDITIONING MECHANIC APPRENTICE (mech. equip., n.e.c.)
8733-116	REFRIGERATION AND MECHANICAL TECHNICIAN (military)
8796-115	REHABILITATION HOUSING INSPECTOR (construction; gov. serv.)
2169-112	REMOTE SENSING TECHNICIAN (prof. & tech., n.e.c.)
5172-126	RENTAL AGENT, APARTMENTS (insur. & real estate)
8589-145	REPAIRER, SMALL-ENGINE APPRENTICE (mech. equip., n.e.c.)
8589-144	REPAIRER, SMALL ENGINES (mech. equip., n.e.c.)
* 9919-108	RESEARCH ASSISTANT (any ind.)
* 6142-120	RESIDENTIAL-BOARDING HOME WORKER (pers. serv., n.e.c.)
5131-144	RESIDENTIAL ENERGY ADVISER (prof. & tech., n.e.c.)
2135-268	RESOURCE MANAGEMENT TECHNICIAN (gov. serv.; prof. & tech., n.e.c.)
8595-252	RESURFACING TECHNICIAN (misc. prod. fab., n.e.c.)
8533-124	RIG ELECTRICIAN (electric. equip.)
8592-201	RIG MECHANIC (ship & boat bldg.)

8535-107	ROBOTICS TECHNICIAN (electronic equip.)
8787-111	ROOFER, TILE (construction)
7711-159	ROUGHNECK, OFFSHORE DRILLING RIG (oil & nat. gas)
7711-163	ROUSTABOUT, OFFSHORE DRILLING RIG (oil & nat. gas)
8599-738	SAFETY-SYSTEMS TECHNICIAN (military)
* 5137-115	SALES CLERK, RECORDS AND TAPES (ret. trade)
5135-128	SALESPERSON, ALUMINUM PRODUCTS (ret. trade)
* 5135-121	SALESPERSON, ART (ret. trade; whole. trade)
5135-132	SALESPERSON, BUILDING SUPPLIES (ret. trade; whole. trade)
5135-133	SALESPERSON, CHINA AND RELATED PRODUCTS (ret. trade; whole. trade)
* 5135-116	SALESPERSON, COMPUTERS (ret. trade)
5135-188	SALESPERSON, COSMETICS (ret. trade)
5135-184	SALESPERSON, LAWN AND GARDEN SUPPLIES (ret. trade)
5135-185	SALESPERSON, LIGHTING APPLIANCES (ret. trade; whole. trade)
5135-180	SALESPERSON, MEMORIALS (ret. trade; whole. trade)
5135-160	SALESPERSON, ORTHOPAEDIC SHOES (ret. trade)
5135-161	SALESPERSON, PAINT AND WALLPAPER (ret. trade; whole. trade)
* 5177-136	SALESPERSON, SECURITY SYSTEMS (bus. serv.)
5135-192	SALESPERSON, TELEPHONES (ret. trade)
5135-181	SALESPERSON, TIRES (ret. trade; whole. trade)
5135-124	SALESPERSON, WOOD BURNING APPLIANCES (ret. trade; whole. trade.)
5177-140	SALES REPRESENTATIVE, CLEANING SERVICES (bus. serv.)
5177-120	SALES REPRESENTATIVE, EMPLOYMENT SERVICES (bus. serv.)
* 5177-121	SALES REPRESENTATIVE, FREIGHT FORWARDING SERVICES (bus. serv.)
5133-132	SALES REPRESENTATIVE, WINE, BEER AND SPIRITS (whole. trade)
8535-140	SATELLITE ANTENNA INSTALLER (electronic equip.)
8319-151	SAW-REPAIRER APPRENTICE (mach., weld. & forg.)
5137-108	SEAFOODS CLERK (ret. trade)
6112-128	SECURITY OFFICER (military)
8563-124	SERGING-MACHINE OPERATOR (any ind.)
5199-120	SERVICE ADVISER (motor vehicle; ret. trade)
5130-124	SERVICE MANAGER (motor vehicle; ret. trade)
01-300	SERVICEMAN/WOMAN (military)
5145-111	SERVICE-STATION-ATTENDANT APPRENTICE (motor vehicle; ret. trade)
7711-174	SHAKERHAND, OFFSHORE DRILLING RIG (oil & nat. gas)
8333-119	SHEET-METAL-WORKER APPRENTICE (construction; metal stamp., press. & coat.)
5170-117	SHIP BROKER (bus. serv.)
8337-151	SHIP'S PLATER APPRENTICE (ship & boat bldg.)
8592-115	SHIPWRIGHT, METAL AND WOOD APPRENTICE (ship & boat bldg.)
3355-116	SIGN LANGUAGE INTERPRETER (prof. & tech., n.e.c.)
3319-115	SIGN-PAINTER APPRENTICE (bus. serv.)
7511-116	SILVICULTURE WORKER (forest. & log.)
8798-118	SKID SETTER (construction)
* 3719-117	SKI HOST/HOSTESS (amuse. & rec.)
* 3715-144	SNOWMAKER (amuse. & rec.)
4171-111	SOCIAL SECRETARY (clerical)
2331-132	SOCIAL WORK OFFICER (military)
8799-136	SOLAR HEATING EQUIPMENT INSTALLER (construction)
8535-119	SONAR TECHNICIAN (military)
8791-148	SPACER (construction)

8791-166	STABBER (construction)
* 8781-112	STAGE CARPENTER (broadcast., motion pic. & stage)
* 3339-124	STAGE PRODUCTION TECHNICIAN (broadcast., motion pic. & stage)
8155-260	STAINED-GLASS WORKER (glass)
1173-112	STANDARDS SPECIALIST (prof. & tech., n.e.c.)
6120-142	STEWARD (military)
* 4155-184	STORAGE FACILITY RENTAL CLERK (clerical)
4155-111	STOREKEEPER, DRILLING RIG (oil & nat. gas)
* 3314-112	STORY BOARD ARTIST (broadcast., motion pic. & stage)
8799-133	STRUCTURES TECHNICIAN (military)
7711-120	SUBSEA EQUIPMENT ENGINEER, OFFSHORE DRILLING RIG (oil & nat. gas)
* 6143-132	SUN-TAN STUDIO ATTENDANT (pers. serv., n.e.c.)
5137-111	SUPERMARKET CLERK (ret. trade)
4155-112	SUPPLY TECHNICIAN (military)
* 8573-167	SYNTHETIC MARBLE PRODUCTION WORKER (plastic prod.)
2183-116	SYSTEM-SOFTWARE PROGRAMMER (prof. & tech., n.e.c.)
4139-172	TAX-RETURN PREPARER (bus. serv.)
5131-132	TECHNICAL SALESPERSON, HEAVY EQUIPMENT (whole. trade)
4111-115	TECHNICAL SECRETARY (clerical)
2183-162	TELECOMMUNICATIONS SPECIALIST COMPUTERS (prof. & tech., n.e.c.)
8535-117	TELETYPE AND CIPHER TECHNICIAN (military)
4113-112	TELETYPE OPERATOR (military)
5199-166	TELEVISION RENTAL ATTENDANT, HOSPITAL (ret. trade)
8735-128	TERMINAL-EQUIPMENT TECHNICIAN (military)
8581-214	TIRE CHANGER (motor vehicle)
7183-110	TOBACCO CURER (agric.)
4133-142	TOLL COLLECTOR (gov. serv.)
8311-111	TOOL AND DIE MAKER APPRENTICE (mach., weld. & forg.)
* 6130-129	TOURIST HOME OPERATOR (cater. & lodg.)
* 1179-139	TOUR OPERATOR (bus. serv.)
2133-213	TOXICOLOGIST (prof. & tech., n.e.c.)
4151-124	TRAFFIC CLERK, BROADCASTING (broadcast., motion pic. & stage)
8595-116	TRAFFIC-SIGN PAINTER (gov. serv.)
2797-120	TRAINING SPECIALIST, COMPUTERS (educ.)
1179-140	TRAVEL AGENT (bus. serv.)
4193-112	TRAVEL COUNSELLOR (amuse. & rec.; gov. serv.)
8513-115	TRUCK-TRAILER BUILDER APPRENTICE (motor vehicle)
8581-141	TRUCK-TRAILER-REPAIRER APPRENTICE (motor vehicle)
* 9159-113	UNDERWATER VEHICLE PILOT, REMOTE CONTROL (any ind.)
8595-200	VEHICLE CLEANER-COATER (motor vehicle)
8581-112	VEHICLE TECHNICIAN (military)
8535-123	VIDEO EQUIPMENT REPAIRER (electronic equip.)
3314-135	VIDEOTEX PAGE DESIGNER (prof. & tech., n.e.c.)
8581-192	VINYL-ROOF INSTALLER (motor vehicle)
2133-244	VIROLOGIST (prof. & tech., n.e.c.)
2135-146	VIROLOGY TECHNOLOGIST (prof. & tech., n.e.c.)
8539-119	WAFER FABRICATION OPERATOR (electronic equip.)
8587-111	WATCH-REPAIRER APPRENTICE (scient. & ind. equip., n.e.c.)
6117-210	WEAPONS OPERATOR, SURFACE (military)
6117-220	WEAPONS OPERATOR, UNDERWATER (military)

6117-160	WEAPONS TECHNICIAN, AIR (military)
6117-150	WEAPONS TECHNICIAN, LAND (military)
6117-120	WEAPONS TECHNICIAN, SURFACE (military)
6117-130	WEAPONS TECHNICIAN, UNDERWATER (military)
2114-122	WEATHER FORECASTER (prof. & tech., n.e.c.)
8335-115	WELDER APPRENTICE (mach., weld. & forg.)
8335-112	WELDER, DRILLING RIG (mach., weld. & forg.)
8335-344	WELDER HELPER, PIPELINE (construction)
8335-120	WELDER, PIPELINE (construction)
3719-112	WHITEWATER-RAFTING GUIDE (amuse. & rec.)
8799-137	WOOD BURNING APPLIANCE INSTALLER (construction)
8355-111	WOODWORKING-MACHINE SET-UP APPRENTICE (furn.; woodworking)
8585-121	WORD AND INFORMATION PROCESSING EQUIPMENT SERVICER (electronic equip.; mech. equip., n.e.c.)
4113-123	WORD PROCESSOR OPERATOR (clerical)
6121-123	WORKING SOUS-CHEF (cater. & lodg.)
3155-126	X-RAY TECHNICIAN (military)

* New occupations described for the first time in CCDO.

Any information on new occupations which have emerged as a result of social, economic, technological or legislative forces is most welcome, and such contributions by all users of the CCDO are encouraged. (See Introduction to Index Section for procedure and address). Acknowledgement in the form of new CCDO occupational descriptions will result wherever possible, either during the revision of a Major Group, or in the next annual edition of the CCDO GUIDE.

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01-300 SERVICEMAN/WOMAN (military)

Carries out military duties as non-commissioned member of armed forces:

Adheres to military regulations and maintains military discipline and deportment. Participates in physical activities to maintain high fitness level. Engages in small arms drill including firing practice, ceremonial drill and fire and other disaster drills. Participates in sentry or guard duties. Performs administrative and clerical duties. Supervises and evaluates subordinate personnel in accordance with military practice. Performs Nuclear, Biological and Chemical Defence Duties and carries out Damage Control Duties when serving in sea element.

01-320 OFFICER (military)

Plans, organizes, directs and controls activities of unit or units of Canadian Armed Forces directly or through subordinates and under direction of higher authority:

Establishes procedures to implement policies and directives of higher authority based on detailed knowledge of unit(s) capabilities and performance. Directs subordinates' training and co-ordinates and directs activities of unit(s) in accordance with military practices and procedures. Reviews effectiveness of unit(s) performance, prepares reports and provides briefings for superiors. Assumes responsibility for welfare, morale and discipline of unit(s). Prepares and reviews evaluation reports on performance, training and promotability of subordinates. Maintains high standard of physical fitness, exhibits leadership qualities and maintains military deportment, customs and traditions. Participates in ceremonial and small arms drills, fire and other disaster drills, and performs Nuclear, Biological and Chemical Defence Duties, and Damage Control Duties when serving in sea element.

1116-128 PROPERTY ASSESSOR (gov. serv.)

Assesses value of residential, commercial, industrial and farm property for taxation purposes:

Inspects properties within assigned area. Prepares or verifies records of class of building, construction materials, age, condition, interior fixtures, location, and other factors affecting property value. Measures and records dimensions of building and property, or examines plans to determine dimensions. Examines records of owners of commercial and industrial properties to determine financial factors affecting property valuation. Estimates replacement cost of property, depreciation allowance, selling price of similar properties, income capitalization of commercial and industrial properties, and reads manuals to assess taxable value of property. Defends assessment in court if assessment is appealed.

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1116-140 POLLUTION CONTROL INSPECTOR (gov. serv.)

Inspects and monitors industrial, municipal and private sources of pollution, to ensure compliance with regulations:

Investigates the pollution of air, land or water, including noise, to protect the natural environment. Undertakes the surveillance of wastewater discharge and treatment facilities, waste disposal sites, air emission sources and other locations, to ensure emission levels comply

with legislated standards. Collects field data using electronic, chemical or mechanical monitoring equipment. Inspects private sewage disposal systems, water well construction sites and incinerating facilities to ensure compliance with regulations. Assesses the impact of oil and other hazardous spills into the natural environment, and ensures that proper cleanup procedures are followed. Issues licences to hazardous and liquid waste material handlers and disposal facilities, to control the movement and storage of such material. Investigates complaints, arranges abatements and provides advice concerning compliance problems. Enforces acts and regulations and gives evidence at legal hearings.

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1116-144 RADIO INSPECTOR (gov. serv.)

Analyzes performance of broadcast undertakings, inspects transmitter and transmission systems, investigates interferences and issues certificates of proficiency to radio operators:

Analyzes technical performance of radio and television broadcast systems to ensure their operation and maintenance meets licensed requirements and regulated technical standards. Inspects sites, antennae, buildings and equipment for compliance to safety, hazards and other regulations. Conducts tests and surveys to determine quality of broadcasts. Gathers performance evidence and monitors broadcasts by utilizing facilities of monitoring stations. Inspects and tests communications and navigational equipment and ancillary devices on ships and aircraft, to ensure compliance with prescribed standards. Issues safety inspection certificates. Conducts oral, written and practical examinations for all classes of professional and amateur radio operators and issues certificates of proficiency. Investigates and takes remedial action to eliminate interference on public, commercial and government radio frequency spectrums. Prepares reports and correspondence on investigations carried out.

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1116-152 MOTOR-VEHICLE INSPECTOR (gov. serv.)

Inspects all classes of motor vehicles in an inspection lane to ensure compliance with government safety regulations:

Records inspection date, time, and factual information obtained from registration permit. Inspects body exterior for road worthiness. Reads gauges as vehicle passes over alignment-tester. Operates hoist to raise front end of vehicle for underbody inspection. Inspects condition of steering mechanism and front-end suspension. Inspects engine compartment components for evidence of wear, malfunction, or improper alignment, using mechanical, electrical and hydraulic testing equipment. Checks aim and candlepower output of headlights using headlight tester. Activates signal indicator and defroster to determine serviceability. Drives vehicle onto brake testing equipment, applies brakes and observes gauge to ensure correct functioning of brakes.

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Records and advises driver of items to be adjusted, repaired or replaced.

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1116-164 FISHERIES OBSERVER (gov. serv.)

Monitors and reports on the activities of foreign and domestic vessels operating within the Canadian fishing authority, to ensure compliance with fishing regulations and to collect biological data on fish species: Accepts posting on board foreign and domestic fishing, fish processing and research vessels operating in Canadian waters to monitor vessel activities. Prepares reports concerning the adherence of vessel to laws and regulations concerning season, catch and gear restrictions, species prohibitions and the accuracy of vessel log-book entries. Reports suspected infractions of regulations and presents oral and documented evidence as a witness in court. Collects fisheries data concerning composition of catch, type of gear used, processing of catch and other related factors. Examines species samples to collect biological information concerning species length, stomach content and other data. Gathers, labels and prepares specimens required for research purposes on-shore. Takes periodic technical measurements to determine accuracy of data being collected by navigational and fishing aids on vessel.

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1132-112 DIRECTOR OF COUNSELLING (educ.)

Plans, organizes, directs and co-ordinates counselling services within school system or educational institutions: Performs duties as described under master title, **01-170 MANAGER** (prof. & tech., n.e.c.), applying specialized knowledge of counselling services. Develops and establishes counselling and guidance policies and procedures. Plans and directs training programs for counselling and teaching staff. Provides course material on human relations, growth and development for inclusion in curriculum of various academic programs. Co-ordinates counselling and guidance services within institution or school system and with community agencies. Addresses community groups and teaching staff on social, educational and vocational problems and objectives. Teaches graduate courses in counselling, guidance and related subjects, if required. Engages in research projects related to counselling and guidance and prepares reports of results, if required.

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1134-124 HEALTH EDUCATOR (medical)

Plans, organizes and directs health education programs for group and community needs: Plans and carries out continuous study and analysis of group and community to assess health education needs. Collaborates with other health specialists and civic groups to develop health goals and to determine available community services. Develops and directs programs in health education to achieve goals. Prepares and distributes educational and informational materials. Organizes and conducts training in health education for all levels of staff. Identifies health education problems requiring additional study and research.

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1147-128 FREIGHT FORWARDER (bus. serv.)

Plans, organizes, directs and controls, often through subordinate managers and supervisors, operations of a freight forwarding agency concerned with arranging and coordinating the transportation of goods from shippers to receivers for a fee: Performs duties as described under master title, **01-170 MANAGER** (prof. & tech., n.e.c.) applying specialized knowledge of domestic and international shipping requirements, and traffic documentation, handling and transportation services. Organizes and directs the provision of transportation services for customers by selecting efficient routes and carrier combinations, supplying freight consolidation and breakbulk services, handling local and inland deliveries, tracing shipments and by arranging other related transportation services. Procures or provides shipment handling services for the packing and crating, storage, and loading and unloading of cargo. Arranges documentation services, such as, the preparation, translation and transmittal of shipping documents and obtains permits and certificates on behalf of customers. Furnishes financial assistance services as requested by customers, to negotiate letters of credit, arrange collections, place insurance and to file cargo insurance claims. Regulates the prepayment or collection of freight charges. Negotiates with air, land and ocean carriers, warehouse and storage location operators, insurance company representatives and other transportation service suppliers to obtain preferential rates. Assumes responsibility for the transportation of cargo from point of receipt to point of delivery, according to terms of contract agreement. Directs **1179-202 FREIGHT-TRAFFIC CONSULTANT** (bus. serv.) in providing consulting services to advise customers of foreign shipping requirements, government regulations and in managing large projects. May specialize and service only specified domestic or international destinations. May handle only particular commodities or sizes of shipments.

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1149-116 ARTS ADMINISTRATOR (prof. & tech., n.e.c.)

Plans, organizes, directs and controls, often through subordinate managers or supervisors, the administrative operations of an artistic-

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cultural enterprise or facility:

Performs duties as described under master title, **01-170 MANAGER** (prof. & tech., n.e.c.), combining specialized knowledge of artistic and cultural activities and established business administration practices. Oversees preparation of operating budget for submission to board of directors, supervisory committee or senior management, and ensures approved budgets are maintained. Plans and schedules tours, festivals, exhibitions, concerts, workshops and other seasonal programming, in cooperation with management and according to the policies and artistic objectives of the organization. Costs program expenditures, and projects anticipated revenues and subsidies to accommodate artistic-cultural objectives within budgetary framework. Negotiates and drafts contracts with artists, performers, directors, collectors, touring companies and unions, through their agents. Recommends ticket pricing structures, plans subscription campaigns and coordinates box office, seat sale and reservation operations. Develops advertising and sales promotion strategies and maintains effective relationships with media representatives. Directs bookkeeping or accounting functions and reviews and authorizes expenditures to manage budgets. Plans and coordinates fund-raising activities. Oversees the preparation of plans for new buildings and controls the purchase of furnishings, office equipment and supplies. Prepares reports and advises board of directors, supervisory committee or senior management concerning organizational, operational and artistic-cultural matters. Directs training and assignment of community volunteers and students. Organizes administrative services. Administers contracts for leasing facilities and for building maintenance, security and other services.

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1171-196 PERSONAL FINANCIAL PLANNER (prof. & tech., n.e.c.)

Provides financial planning services to assist individuals identify and attain personal financial goals:

Outlines available services and explains fee structure to client. Analyzes pertinent financial information obtained from client, such as, bank account records, pension plan and other employee benefit package information, tax records, insurance policies and related documentation, to determine personal financial status of client. Assists client to prepare detailed schedule of income(s) and expenses to develop statement of net worth. Elicits personal financial priorities from client through discussion to assist client in identifying tangible financial goals and objectives. Compares present financial situation and stated goals to identify obstacles and risk factors and select appropriate strategy to overcome barriers. Applies computer software packages or completes worksheets by hand to conduct investment and insurance analyses, examine taxation alternatives and to assess other options. Develops and formulates financial plan in cooperation with client, using specialized knowledge of taxation, banking services, insurance protection, investment opportunities and other financial services. Presents written plan and explains stages for implementing plan to achieve goals. Advises client to study plan and modifies recommendations according to wishes of client. Assists client to implement recommendations by providing information concerning the purchase of financial products and investment opportunities, such as, mutual funds, annuities and retirement savings plans. Reviews and revises financial plan with client periodically to update plan. Arranges

for the sale of financial products and investments according to licence held.

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1171-298 MANAGER TRAINEE, CONSUMER CREDIT SERVICES (bank. & finance)

Assumes management responsibilities in consumer finance establishment on progressive basis, according to established training schedule: Receives training to learn policies, procedures and practices of institution, concerning granting and extending of consumer credit, and selling financial services to business. Performs duties in credit extension and collections, finance service arranging and operations management, to become familiar with staff and management functions that affect each phase of consumer credit services. A qualifications profile does not accompany this description as it is a developmental occupation.

1173-112 STANDARDS SPECIALIST (prof. & tech., n.e.c.)

Develops standards and implements company, industry, national and international standards within industrial or other organization:

Examines new and existing processes, procedures and other activities to ensure that uniform practices and optimum procedures are used throughout organization. Reviews new and existing designs, components, materials and items of equipment and consults with organization personnel and develops and implements procedures for reducing needless variety. Consults with organization personnel and develops, implements and maintains technical standards and specifications to be used in design, procurement or manufacture of products or business of organization. Liaises with information systems personnel to be aware of developments and changes in statutory requirements of standards. Maintains or arranges for maintenance of library of current standards relevant to products or business of organization. Advises and informs members of organization on existence of standards and on use of standards for specific applications. Develops and applies procedures for evaluating economic and other effects of standardization within organization. Represents or arranges for others to represent organization on industry, national or international committees concerned with standardization.

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1174-119 EMPLOYMENT RECRUITER (prof. & tech., n.e.c.)

Recruits human resources for commercial, industrial, governmental or other organization:

Reviews position(s) to be staffed, by conferring with departmental representatives and by assessing job duties, qualification profiles and the urgency of the requirement. Conducts job analysis interviews and prepares up-to-date position profiles and job descriptions, when required, to ensure requirements are neither over nor understated. Develops recruitment schedule and strategy based on position factors,

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to locate the most qualified candidate in a cost effective, timely manner. Conducts candidate sourcing by implementing inventory searches, preparing job postings and media advertising, and by contacting external search firms. Verifies advertising proofs to ensure no false or misleading information is disseminated through any media. Establishes and maintains direct contact with external search firms to define requirements and negotiates recruitment mandate and terms. Screens and assesses candidate resumé and acknowledges all submissions. Convenes selection board, schedules interviews and informs candidates of interview times, location, travelling arrangements and reimbursable expenses. Prepares interview questions to elicit job related information and ensure consistent, equitable, non-discriminatory interviewing. Leads interviewing process, rates candidates on key factors and advises candidates on the work to be performed and terms of employment. Arranges testing and psychological assessments, if required. Assesses and ranks candidate(s), and prepares detailed hiring recommendations and proposals for managerial action. Documents reasons for candidate rejection. Prepares letters of offer or rejection and outlines the basic terms and conditions of employment to the successful candidate(s). Plans and implements orientation programs for new employees. Confers with management to determine organizational hiring policy in relation to legislated employment standards and to discuss other manpower planning issues. Conducts exit interviews and summarizes findings to determine reasons for resignations and other staff turnover. Calculates costs incurred for filling vacancies.

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1174-120 PERSONNEL-SELECTION OFFICER (military)

Interviews and assesses suitability and potential of individuals in Canadian Forces for specific trades, assignments or training or educational programs, and makes appropriate recommendations: Performs duties as described under master title, **01-320 OFFICER** (military). Interviews and tests personnel to assess their suitability for training plans, for transfers from one trade to another, and for specific trades or assignments. Interprets results of cognitive and non-cognitive tests and provides counsel based on test results. Conducts psychological and sociological research for selection and evaluation purposes. Provides counselling to individuals who are leaving Canadian Forces to help them secure suitable civilian employment. Advises and trains personnel engaged in recruiting functions for Canadian Forces. Teaches university level courses at Canadian Military Colleges.

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1174-121 OUTPLACEMENT RELOCATION SPECIALIST (prof. & tech., n.e.c.)

Assists organizations in co-ordinating and conducting staff dismissals and provides outplacement-relocation assistance to help affected individuals find new employment: Confers with management to determine nature of case and identify reason(s) for dismissal. Assists in planning dismissal by drafting an

equitable settlement package based on length of employment, level of competence and other factors, and checks legal opinions to ensure organizational needs coincide with legislated employment standards. Provides advice concerning acceptable practices and methods for conducting dismissals or represents management and conducts the actual outplacement interview. Offers support to dismissed employee. Recommends and arranges psychological assessment to provide objective measure of abilities, vocational preferences and skill levels. Interviews individual, checks references and analyzes assessment results to gather required data to identify strengths and appraise individual employability and marketability levels. Assists individual, through counselling, to identify marketable skills, rate preferences and develop realistic goals. Directs individual in developing self-marketing plan and in conducting job search. Markets individual to appropriate firms. Provides ongoing support until such time that individual is suitably employed. Specializes in outplacing and relocating executive and professional clients. See also definition for term title, **02-090 CONSULTANT** (prof. & tech., n.e.c.). May promote and sell services by arranging advertising, making business sales calls and by participating in local business community activities.

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1174-132 COUNSELLOR, PRE-RETIREMENT (prof. & tech., n.e.c.; social wel.)

Counsels individuals and groups contemplating retirement on the legal, financial, health, social and other pertinent aspects of retirement: Conducts individual interviews and provides advice and information concerning retirement and life-style adjustments brought about by retirement. Plans and organizes pre-retirement seminars and advertises their availability to individuals working for a particular organization or to the community-at-large. Arranges and schedules speakers to present information sessions and lead group discussions on special topics. Provides information on health maintenance, nutrition and well-being. Explains retirement benefit packages and discusses financial topics such as, investments, insurance, budgeting and fixed income and discount buying. Introduces living arrangements available and explains benefits and disadvantages of various types of housing. Discusses the legal side of retirement, personal use of leisure time and other areas of special interest, to assist those contemplating retirement in identifying and assessing personal needs, and learning of options available to them. Evaluates effectiveness of group sessions by surveying participants. Refers individuals and couples to other community services, agencies and specialists, as the need arises. May assist to organize new or evaluate and recommend modifications to existing pre-retirement programs in commercial, industrial or governmental organizations.

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1179-139 TOUR OPERATOR (bus. serv.)

Plans, organizes and sells tour programs and vacation travel packages to travel agencies:

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Selects tour destination based on knowledge of current tourism trends and tourist preferences, currency exchange rates, climate and geography, and other related factors. Visits area to determine type and availability of accommodations, sightseeing and recreational potential, number of shopping outlets, entertainment and restaurant quality, and other tourist support services. Confers with local tourist boards, hotels, resorts, cruise lines, car rental, limousine and bus charter companies, convention bureaus and other travel service suppliers to arrange tour details. Negotiates with air, sea and ground passenger carriers to obtain favourable volume purchase fares and makes block reservation bookings. Oversees preparation of catalogues, brochures and other promotional material to describe and market tour packages. Manages distribution of promotional material to travel agencies and media. Promotes and sells tour packages to **1179-140 TRAVEL AGENT** (bus. serv.).

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1179-140 TRAVEL AGENT (bus. serv.)

Plans, organizes and directs operations of travel agency: Performs duties as described under master title, **01-180 MANAGING SUPERVISOR** (any ind.). Confers with representatives of travel package companies, transportation companies and resorts to negotiate or determine fares, prices, facilities, and services offered. Reviews fares, prices, facilities and services to determine and plan type of package tours and other travel services agency will promote. Informs staff of current prices, fares, travel restrictions and other information, and directs staff in promotion of approved travel services. Plans itineraries and makes travel and accommodation reservations for tour groups. Travels to resort areas to evaluate available services.

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1179-148 INTERPRETATION-VISITOR SERVICES COORDINATOR (amuse. & rec.; gov. serv.)

Plans, organizes and directs interpretation programs and coordinates visitor services to assist public in developing awareness and appreciation for cultural and natural heritage resources, such as, parks, historic sites and conservation areas:

Appraises cultural or natural resource to identify, select and establish interpretation themes and sites. Researches and develops topics and themes unique to site and of interest to public. Designs and implements interpretation programs and visitor services to involve public with artifacts, landscapes, historical characters and other site resources to make visit meaningful. Analyzes statistical reports and consults journals and periodicals to monitor visitor traffic patterns and tourism trends, to ensure programming is valid for intended market. Develops personal interpretation services, such as, special events, walking tours, live theatre presentations and other related activities to assist visitors in understanding significance of site. Plans signs, indoor and outdoor exhibits, publications, audio-visual productions and other non-personal services to enhance visitor appreciation. Evaluates quality and

accuracy of all media. Supervises and directs activities of interpretation staff to ensure efficient and informative site operation. Receives and acts on visitor complaints.

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1179-149 COMMUNITY ARTS COORDINATOR (prof. & tech., n.e.c.)

Promotes, develops and coordinates arts activities in communities under direction of local arts council:

Initiates and leads community discussions concerning arts programming, facilities, arts education and other related topics to assess local needs and establish community goals for the arts. Applies to governments for funding and coordinates local fund raising events to finance community activities. Prepares and controls budget according to policy and procedures administered by local arts council. Provides administrative support services to local organizations, such as, choirs, bands and theatre companies. Researches and develops broad programs of arts activities to expose population to the arts. Plans, organizes and coordinates activities, such as, art shows, festivals, art classes in various mediums, and workshops to stimulate and foster artistic expression and appreciation at the local level. Recruits, trains and directs community volunteers. Sponsors concerts to provide local artists opportunity to perform. Evaluates programs and recommends expansion or deletion of activities. Acts as arts consultant for community and attends meetings with agencies, associations and other groups. May operate community art gallery or craft store, and develop exhibits and displays.

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1179-174 MANAGEMENT-SEMINAR LEADER (prof. & tech., n.e.c.)

Prepares and conducts seminars on topics relating to management for employees of governmental, industrial, commercial or other organizations:

Identifies objectives of seminar and develops seminar curriculum. Prepares lectures on seminar topics. Prepares learning aids such as graphs, charts, slides, handbooks or questionnaires according to curriculum design. Liaises with other organizations or institutions to obtain specialized information or to arrange for special speakers. Lectures to seminar groups. Leads group discussions or workshops. Answers questions of seminar participants. Evaluates performance of participants and seminar curriculum to determine if objectives were met.

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1179-180 QUANTITY SURVEYOR (construction)

Provides financial administration and cost advice service to construction industry:

Advises architects, engineers, building owners, developers, contractors, sub-contractors and public authorities on probable cost of construction in pre-tender stages using cost planning and cost control techniques. Analyzes costs of and prepares estimates on civil engineering, architectural, structural, electrical and mechanical construction projects. Prepares estimate of probable ultimate cost (first cost-plan) based on schematic design, outline specification, quantity of materials and labour required and knowledge of similar projects where details were prepared and final costs are known. Breaks down estimate to enable agreement upon budget target and to assist in calling tenders. Advises on tendering procedures, prepares forms of contracts, examines and analyzes tenders, recommends tender awards and conducts negotiations. Checks cost of evolving design against budget to provide continuous cost control and advises designer of cost implications of alternative design solutions. Examines and verifies progress payments, evaluates work in accordance with contract and makes recommendations for amount of such payment. Sets up cost-reporting system, gives cost advice and information at all stages of contract, develops cost analysis and monitors all changes in work. Advises or makes necessary adjustments to maintain budget level and ensure that best possible value for money invested is obtained. Prepares statements at regular intervals showing current expenditures to date incorporating all change orders authorized and indicating final cost. Re-evaluates work and provides final estimate when contract documents are virtually complete. Conducts arbitration in contract disputes, acts as expert witness, provides mortgage appraisals and on behalf of investors provides financial supervision.

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1179-192 CONFERENCE AND MEETING PLANNER (prof. & tech., n.e.c.)

Plans, organizes and coordinates conventions, conferences, meetings and seminars, exhibit and trade shows, and other gatherings:

Meets sponsor or organizing committee members to determine scope and define style and format of event. Establishes administrative policies and guidelines for managing event. Drafts preliminary operational budget to identify potential costs and revenues, and develops financial procedures guide. Organizes and directs central office secretariat to respond to telephone and written inquiries, prepare mailing lists and correspondence, and establish bank accounts. Negotiates with hotels and convention centres to obtain favourable room rates, space contracts and banquet and catering packages. Procures other services for event, such as, transportation, audio-visual and office equipment, translation, printing, signage and displays, to ensure availability of cost efficient, quality services. Books entertainment and plans social gatherings for delegates and participants. Liaises with sponsor or organizing committee members on regular basis to review planning progress, monitor and revise budget and obtain approval. Develops promotional material and designs printed matter, such as, registration forms, badges, invitations, programs and conference logos. Recruits, trains and supervises support staff required for event. Implements pre-registration strategy. Inspects convention-meeting site to preview rooms and facilities and meets with suppliers to ensure services meet requirements. Establishes on-site coordination office to provide registration and information services, and to oversee

scheduling and logistics for entire event. Coordinates event. Approves all invoices for payment and prepares detailed financial statement at end of gathering. See also term title and definition for **02-090 CONSULTANT** (prof. & tech., n.e.c.).

GED: 5 SVP: 7 PA: L 5 6 7 EC: I DPT: 1 5 8

APT.											INT.			TEMP.					
G	V	N	S	P	Q	K	F	M	E	C									
<u>2</u>	<u>2</u>	<u>3</u>	3	4	<u>3</u>	4	4	4	5	4	2	5	6		1	4	5	7	9

1179-200 FOOD-AND-BEVERAGE CONTROLLER (cater. & lodg.)

Compiles and analyzes statistics on food and beverage operating costs and profits in restaurants, hotels and similar establishments:

Establishes and monitors quality and quantity standards of food and beverages served within establishment. Confers with chefs and purchasing personnel to discuss quality and quantity of supplies needed. Supervises periodic inventories of food and beverage supplies. Records and examines food and beverage costs, revenue and inventory to ensure profitability and efficiency of operation. Prepares daily, weekly and monthly reports for management. Assists in preparation of budget or prepares budget.

GED: 5 SVP: 6 PA: S 5 6 EC: I DPT: 2 6 8

APT.											INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C		
<u>2</u>	<u>3</u>	<u>2</u>	4	4	3	4	4	4	5	5	2 6 5	4 5 0

1179-204 COST ESTIMATOR (construction)

Prepares cost and work completion estimates for mechanical, electrical or construction contracts or sub-contracts:

Reviews newspaper ads and maintains close liaison with developers to select and recommend jobs for contract or sub-contract bidding. Inspects plans, blueprints or site to become familiar with project and to obtain pertinent measurements and details. Estimates personnel and equipment requirements, and compiles itemized list of materials from blueprints and specifications. Schedules work load to assure meeting closing date for bids. Advertises sub-contract work to obtain bids. Determines prices of materials, equipment, cost of personnel, sub-contract work and overhead costs to prepare budget for total project. Submits bid to supervisor for review or directly to potential contractor or client.

GED: 4 SVP: 7 PA: S 5 6 EC: I DPT: 2 6 8

APT.											INT.	TEMP.		
G	V	N	S	P	Q	K	F	M	E	C				
<u>3</u>	3	<u>2</u>	3	4	3	4	4	4	5	5	2	1		
												0	9	1

1179-205 GRAPHOANALYST (prof. & tech., n.e.c.)

Analyzes handwriting scientifically to determine character, aptitudes, personality, achievement potential and other factors for application in personnel work and vocational and other consultation:

Examines individual's handwriting to observe overall appearance of writing and detailed formation of letters using magnification equipment. Measures writing strokes, pressure exerted, spacing and other characteristics using gauges, rulers and other measuring devices.

NEW CCDO OCCUPATIONAL DESCRIPTIONS

Interprets findings according to research data and statistical analysis of trait measurements using Graphoanalysis. Reports results to client(s).

GED: 4 SVP: 7 PA: S 7 EC: I DPT: 2 6 8

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	3	3	3	2	4	4	4	4	5	4		7	6	0

2114-114 CLIMATOLOGIST (prof. & tech., n.e.c.)

Studies historical weather records to understand long-term weather patterns and forecast changes or trends, to mitigate adverse effects and optimize benefits of climatic change and variability:

Performs duties similar to those of **2114-110 METEOROLOGIST** (prof. & tech., n.e.c.), but specializes in studying climatic conditions. Conducts research and studies historical weather data to understand causes of atmospheric flow patterns that create climate, to forecast changes or trends. Analyzes and interprets data to illustrate current and predicted climatic states in terms of impact on major sectors of socio-economic activity such as, agriculture, transportation and engineering. Provides advice and consultation concerning the interpretation and application of long-range forecasts to specific user requirements. Supervises and co-ordinates the work of technical staff.

GED: 6 SVP: 8 PA: L 7 EC: I DPT: 0 3 8

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
1	2	1	1	2	3	4	3	3	5	4		7	9	0 9 Y 4

2114-118 APPLICATIONS AND IMPACT METEOROLOGIST (prof. & tech., n.e.c.)

Provides scientific advice and consultation concerning the application of meteorology to specific problems in forestry, air quality and environmental protection, and to industry, transportation, agriculture and the general public:

Performs duties similar to those of **2114-110 METEOROLOGIST** (prof. & tech., n.e.c.), but specializes in providing scientific analysis and advice to specific requirements of industry, business and government. Plans and organizes studies to meet user needs, by evaluating particular meteorological problems, and conferring with specialists in meteorology and other related fields. Collects and analyzes meteorological data by sorting, scanning and archiving historical information with the aid of computers, and by developing mathematical and statistical models, to study existing and original data. Describes and illustrates impact probabilities by applying findings to problem areas. Prepares reports to inform users of projected meteorological impact. Supervises and co-ordinates the work of technicians in various aspects of meteorology.

GED: 6 SVP: 8 PA: L 5 6 EC: I DPT: 0 3 8

APT.													INT.	TEMP.
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2114-122 WEATHER FORECASTER (prof. & tech., n.e.c.)

Studies current weather information to prepare and issue forecasts for the aviation industry and the general public:

Performs duties similar to those of **2114-110 METEOROLOGIST** (prof. & tech., n.e.c.), but specializes in making short-term weather predictions for large geographical areas. Examines, analyzes and organizes all available weather data such as, surface and upper air observations and soundings, pilot reports and radar and satellite information into a study model, with the aid of computers, to determine and identify factors affecting current weather. Reviews and interprets other analyses, prognoses and ranges prior to developing specific forecast. Develops and issues weather forecast by employing forecasting techniques and following terminology, format and time requirements. Maintains continuous weather watch to ensure forecasts are accurate and informative, revises forecasts and issues amendments, as required.

GED: 5 SVP: 8 PA: L 4 7 EC: I DPT: 2 6 2

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
2	3	3	2	2	3	4	4	4	5	4		7	9	0 9 Y

2117-232 HOLOGRAPHIC TECHNICIAN (prof. & tech., n.e.c.)

Sets up and operates optical instruments and lasers to produce holograms used in industrial testing and inspecting, developing navigational instrumentation displays, forgery proofing credit cards and other commercial and industrial applications:

Mixes and prepares emulsion gel according to formula and coats plate or film with gel to photographically sensitize material for exposure to light beams. Mounts photographically prepared material on holding frame. Designs holographic recording system layout by applying knowledge of optical phenomena such as, the interference and diffraction of light, if required. Sets up and aligns recording system configuration by selecting, positioning and adjusting mirrors and lenses, filters, beam splitters and beam expanders, and by placing object under study in desired location to arrange an optical pattern that will permit beams to strike plate or film and transmit desired characteristics. Sets up and operates laser by activating power source and monitoring power indicating meters to gradually warm-up system, and by manipulating control nodes to set the aperture and fix power and wave length intervals. Takes exposure by opening and closing electronically controlled shutter to record hologram of study object on photographically prepared material. Removes material from holding frame, submerges material in chemical baths for specified periods and dries in heat controlled oven. Observes optical characteristics form on material during processing to detect flaws that would require re-recording. Removes hologram and analyzes quality of recording, using spectrophotometer to scan wave length and measure definition and efficiency of hologram. Maintains laser and holographic laboratory facilities, materials and equipment. May operate holographic system equipped with automatic developer to permit hologram viewing immediately after recording.

GED: 5 SVP: 7 PA: L 4 7 EC: I 6 DPT: 2 8 0

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
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NEW CCDO OCCUPATIONAL DESCRIPTIONS

2117-246 CHEMICAL TECHNICIAN, HEAVY WATER PLANT AND NUCLEAR-GENERATING STATION (prof. & tech., n.e.c.)

Carries out technical functions in chemistry in relation to operation, maintenance and quality-control activities of heavy water plant and nuclear-generating station:

Performs duties similar to those of **2117-248 CHEMICAL TECHNICIAN** (prof. & tech., n.e.c.). Sets up sampling pumps. Collects samples of water and gas from nuclear-generating station and heavy water plant sampling areas. Analyzes water samples to determine corrosive qualities, to identify impurities, and to ensure quantitative control of additives during chemical treatment. Analyzes gas samples to determine corrosive qualities and explosive hazards. Interprets results of analyses, and recommends appropriate action to supervisor. Prepares standard laboratory solutions. Records quantity of laboratory supplies and equipment in stock. Trains subordinate personnel. Recalibrates meters and related equipment. Services laboratory and field equipment, and makes minor repairs. Carries out safety procedures related to detection and control of ionizing radiation and toxic gas levels.

GED: 4 SVP: 6 PA: L 2 3 5 7 EC: I 6 DPT: 2 6 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>3</u> <u>3</u> <u>3</u> <u>3</u> <u>2</u> <u>4</u> <u>3</u> <u>3</u> <u>5</u> <u>3</u>	7 9 1	0 Y

2117-261 METEOROLOGICAL TECHNICIAN (military)

Observes and records cloud types, precipitation, visibility, temperature, humidity, wind velocity and atmospheric pressures, working as member of Canadian Forces:

Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Operates cloud-height projectors, automatic plotting devices and weather balloons. Performs minor maintenance on meteorological equipment and temperature and pressure instruments. Interprets charts and diagrams, and assembles, installs, dismantles and removes recording instruments and equipment. Operates teletypewriters and meteorological communication equipment. Climbs anemometer masts, and inspects and maintains wind-measuring equipment.

GED: 4 SVP: 6 PA: L 2 4 7 EC: B DPT: 3 6 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 <u>3</u> 3 <u>3</u> 4 <u>3</u> <u>3</u> 4 4 4	7 9 1	0 Y

2119-112 CRIME DETECTION LAB ANALYST (gov. serv.)

Examines and analyzes physical evidence in forensic laboratory to reveal facts and assist investigations, by performing any combination of the following duties:

Examines human body fluids and tissues, using toxicological techniques, to determine presence of drugs, gases, pesticides or alcohol. Analyzes stains from exhibit materials such as, clothing, weapons and vehicles, using serological methods to identify blood, semen and other human body fluids. Inspects and classifies guns and explosives and matches spent bullets. Studies handwriting samples, inks, papers, typewriters, duplicators and other supplies and processes. Examines accidental or caused alterations of documents to determine their authenticity. Identifies various types of trace evidence such as, paint,

glass, tool marks and burned debris, using chemical analysis techniques. Examines and analyzes hair and fibre samples, glass fractures and imprints to assist investigators. Develops and identifies finger prints. Testifies in court to interpret results of analysis and explain methods used to assess evidence. May visit scene of crime to collect evidence and take photographs.

GED: 5 SVP: 7 PA: L 4 5 7 EC: I 6 DPT: 2 6 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>2</u> <u>2</u> <u>2</u> <u>3</u> <u>2</u> 4 3 3 3 5 3	7 9 1	9 0 Y

2119-116 HAIR AND FIBRE EXAMINER (gov. serv.)

Examines and analyzes hair, fibre and other exhibits to establish the forensic significance of available physical evidence:

Receives exhibit material in laboratory or collects exhibits at scene of crime to facilitate scientific examination of evidence. Examines hair to identify its origin, determine if it is human and to confirm the age and race of donor. Analyzes hair surface residues of commercial hair preparations, using infrared spectrophotometric analysis techniques, to identify the sample. Analyzes fibres to categorize unknown samples and to compare unknown samples with known fibres. Examines textiles to determine the presence and recentness of cuts, tears, seam separations and burns. Checks textiles for weave patterns and makes button comparisons. Examines glass fractures to establish cause of breakage and determine the side of impact. Inspects imprints and impressions and compares them with known objects to identify their origin. Presents evidence of findings in court and explains procedures used to formulate conclusions.

GED: 5 SVP: 7 PA: L 4 5 7 EC: I 6 DPT: 2 6 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>2</u> 3 3 3 <u>2</u> 4 4 4 4 5 3	7 9 1	9 0 Y

2119-120 ALCOHOL EXAMINER (gov. serv.)

Examines body substances and interprets breath testing instrument readings, to determine the presence and level of alcohol, and submits findings as evidence in court:

Performs biochemical and pharmacological laboratory tests on blood, urine and other body substances to determine if alcohol is present and in what amount. Takes breath samples from individuals, using a breath testing instrument, to determine if alcohol is present in the bloodstream and in what amount. Analyzes liquor, mash, illicit spirits and other liquids seized by peace officers, to determine their alcoholic content. Gives evidence in court concerning blood alcohol levels, the effect that levels have on individuals, and on the accuracy of breath testing instruments. Instructs peace officers on the theory and operation of breath testing instruments. Cleans and maintains breath testing instruments and other laboratory testing equipment, according to manufacturer's recommendations.

GED: 5 SVP: 7 PA: L 4 5 7 EC: I DPT: 2 6 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>3</u> 3 3 3 3 4 4 4 4 5 3	7 9	9 0 Y

NEW CCDO OCCUPATIONAL DESCRIPTIONS

2133-130 ECOLOGIST (prof. & tech., n.e.c.)

Conducts field and laboratory investigations to increase body of scientific knowledge concerning living organisms and their relationships to each other and the environment, and to assess the impact of dam construction, mining, logging and recreational land use on natural habitats:

Selects study location and establishes research plots, according to the nature and objectives of the study. Describes research site in terms of elevation, slope, exposure, drainage and other physical characteristics, using aerial interpretation and topographical mapping techniques and field reconnaissance, to identify habitat boundaries. Collects, describes and classifies soils into broad categories, using physical and chemical soil analysis techniques. Samples, collects, preserves and identifies species of plants to construct a representation of species prevalent to the area under examination, and measures and records specie characteristics such as, number, size, diameter and survival rates. Determines light intensity, availability of moisture and other site characteristics to evaluate growth and yield for specific species, and assess the abundance, vigour and productivity of plant species. Defines plant associations and interprets man-made and natural variables to assess impact in terms of plant frequency, growth and seed germination. Identifies and tabulates animal species and the presence and makeup of animal life in study location, using field survey techniques. Assesses extent of animal population by determining the amount of vegetation available to support animal life, plotting predatory chains, and by considering sighting information. Examines nutritional level of animal species by collecting animal tissue for biological evidence of current health and levels of resistance and vigour. Estimates animal harassment levels in habitat by studying predatory patterns and assessing contacts with man. Observes growth patterns of individual species of plants by conducting greenhouse and laboratory experiments to interpret results of man induced conditions. Dissects and examines specimens and animal tissue under microscopes and uses scientific laboratory instruments to carry out experiments. Analyzes field and laboratory data, using statistical techniques, and prepares reports to reflect and interpret current and future environmental impact. Supervises and co-ordinates the work of research assistants.

GED: 6 SVP: 8 PA: L 4 7 EC: B 6 DPT: 0 3 1

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>5</u>	<u>3</u>			7 8 1	0 Y 1 9

2133-168 IMMUNOLOGIST (prof. & tech., n.e.c.)

Conducts research into nature and characteristics of antibodies, antigens, allergies and other immunological phenomena to determine the degree of protection humans have against diseases and other states and conditions involving the immune system:

Performs duties similar to those of **2133-166 MICROBIOLOGIST** (prof. & tech., n.e.c.), but specializes in studying natural, protective body mechanisms that overcome infection. Conducts research to investigate how to obtain immunity against disease. Studies phenomena of how foreign substances stimulate the body to produce antibodies and determines what part of substances are involved in the process. Provides new methods of protection by developing and testing vaccines and other immunizing agents. Determines level of compatibility between donors and organ recipients to aid in the selection of

properly matched tissue in transplantation cases. Supervises and co-ordinates the work of laboratory staff and researchers.

GED: 6 SVP: 8 PA: S 4 7 EC: I DPT: 0 3 1

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
<u>1</u>	<u>1</u>	<u>1</u>	<u>2</u>	<u>2</u>	<u>3</u>	<u>3</u>	<u>2</u>	<u>3</u>	<u>5</u>	<u>3</u>			1 7 8	1 9 0 Y

2133-212 CLINICAL PHARMACOLOGIST (prof. & tech., n.e.c.)

Evaluates and promotes the rational use of drugs and provides advice concerning their use in preventing, diagnosing and treating human disease and preventing pregnancy:

Performs duties similar to those of **2133-210 PHARMACOLOGIST** (prof. & tech., n.e.c.), but specializes in monitoring and evaluating the clinical use of drugs and the effects of medication on human physiology. Counsels patients and advises medical personnel on pharmacological matters such as, drug use and the compatibility of drugs, methods of drug dispersion, symptoms and effects of medication and drug reactions, to ensure the rational use of drugs. Analyzes effects and mechanisms of drug action to assess therapeutic values and classes of drugs. Manages or conducts laboratory research, reviews and evaluates patient case histories and monitors patient medication regimens to study beneficial and adverse effects caused by drugs. Assesses physiological conditions of patients before, during and after treatment to understand the impact of drug use. Orders laboratory tests for patients, analyzes findings and recommends medication best suited to individual patients.

GED: 6 SVP: 8 PA: S 4 5 6 7 EC: I DPT: 0 2 1

APT.													INT.	TEMP.
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<u>1</u>	<u>1</u>	<u>1</u>	<u>2</u>	<u>2</u>	<u>3</u>	<u>2</u>	<u>2</u>	<u>3</u>	<u>5</u>	<u>3</u>			6 7 8	1 9 0 Y

2133-213 TOXICOLOGIST (prof. & tech., n.e.c.)

Studies adverse effects of chemicals on living organisms to protect the general population and environment from potential hazards:

Conducts studies on toxic levels found in substances such as, drugs, food additives, solvents and herbicides, to determine their effect on laboratory animals, plants and human tissue, using biological and biochemical techniques. Conducts studies to determine how chemicals exert toxic effects on living organisms, and evaluates and predicts potential risks, according to varying levels and periods of exposure. Analyzes data acquired from experimentation, testing and gathered from other reliable scientific sources to determine whether a drug or chemical has a low enough risk level to be marketed for the described purpose. Establishes standards concerning the amount of chemicals permitted in the air, industrial atmosphere, and drinking water. Provides advice and scientific information to policy and program developers concerning health and legal aspects of chemical use. Supervises and co-ordinates the activities of technologists and technicians.

GED: 6 SVP: 8 PA: S 4 7 EC: I 6 DPT: 0 3 1

APT.													INT.	TEMP.
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NEW CCDO OCCUPATIONAL DESCRIPTIONS

2133-244 VIROLOGIST (prof. & tech., n.e.c.)

Conducts research into the structure and origin, effects and management of viruses in plants, animals or humans:

Performs duties similar to those of **2133-242 CELL BIOLOGIST** (prof. & tech., n.e.c.), but specializes in the detection, identification and control of viruses in plants, animals or humans. Conducts surveys to investigate the occurrence and presence of viruses in defined populations and devises methods for the rapid diagnosis of viruses in sample populations and vectors. Studies micro-organisms and the interaction of viruses with host cells through histo-chemistry and electron microscopy to determine the morphology of viruses. Studies the dynamics of inoculation and transmission to determine the vector and mechanism of transmission for viruses, using epidemiological techniques. Controls viruses and viral diseases by managing plant and animal populations, screening vectors and predicting outbreaks, assisting in the development of drugs and analyzing the effectiveness of drug therapy, and by modifying human activities and practices, to mitigate the adverse effects of viruses on plant, animal and human populations. Supervises and co-ordinates the work of technologists and research assistants. Prepares or supervises the preparation of scientific papers.

GED: 6 SVP: 8 PA: S 4 7 EC: I 6 DPT: 0 3 1

APT.											INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C						
<u>1</u>	<u>1</u>	<u>1</u>	<u>2</u>	<u>2</u>	3	3	3	3	5	<u>2</u>	1	7	8		1	9 0 Y

2135-146 VIROLOGY TECHNOLOGIST (prof. & tech., n.e.c.)

Carries out technological functions in virology in support of research and diagnostic applications:

Performs duties similar to those of **2135-130 BACTERIOLOGICAL TECHNOLOGIST** (prof. & tech., n.e.c.), but specializes in identifying and culturing viruses in plant or animal tissue. Confers with research scientist to determine study objectives and establish methodology. Conducts microscopic examinations of ultrathin sections of plant or animal tissue, to detect the presence of viruses and determines virus concentration, purity and morphological states of viruses. Determines physico-chemical and biological properties of viruses and their components by purifying the virus from infected tissue and isolating the components. Detects viruses in vectors and determines relationships among viruses by developing and evaluating antisera and conducting serological tests. Conducts experiments to determine ability of vectors to transmit viruses, vector efficiency and other features of transmission. Records results of laboratory experiments, tabulates data and draws graphs to illustrate results. See also master title, **01-150 LIFE SCIENCES TECHNOLOGIST** (prof. & tech., n.e.c.).

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APT.											INT.			TEMP.		
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<u>2</u>	<u>2</u>	<u>2</u>	<u>3</u>	<u>2</u>	3	3	<u>2</u>	3	5	3	7	9	1		0	Y 9

2135-268 RESOURCE MANAGEMENT TECHNICIAN (gov. serv.; prof. & tech., n.e.c.)

Performs technical functions in support of the management, protection and conservation of land, water, forest and wildlife resources:

Performs duties as described under master title, **01-140 LIFE SCIENCES TECHNICIAN** (prof. & tech., n.e.c.). Estimates the volume of merchantable timber available for cutting by conducting on-site surveys and interpreting aerial photographs. Inspects timber operations for compliance with regulations. Participates in forestry rejuvenation projects by thinning growth in selected areas, germinating and transplanting seedlings and by reclaiming burned over areas. Fights forest fires in emergency situations. Assesses and evaluates land to determine its potential use as a site for public recreation, or for resort or cottage development. Enforces fish and wildlife legislation. Cultures and preserves fish from egg to brood stock and maintains fish units in a hatchery. Conducts wildlife inventories and calculates harvests of game and fish species. Collects samples of fish and animal species and of plant, water and soil specimens for laboratory study. Directs work crews and supervises outside contractors engaged in developing new camp sites, rehabilitating existing sites and in clearing nature trails. Manages park operations and oversees the development of new facilities.

GED: 4 SVP: 7 PA: M 2 3 4 5 6 EC: B DPT: 2 6 7

APT.											INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C						
<u>2</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	3	3	3	4	4	7	9	1		0	Y 9

2139-130 FOOD TECHNICIAN (prof. & tech., n.e.c.)

Prepares test food products under direction of home economist, food scientist or food product researcher:

Prepares, cooks, freezes or preserves food according to controlled testing procedures for analysis, development and recipe testing of food products. Prepares, codes and portions food samples, and serves samples to taste evaluation panel. Records and files test findings. Assists home economist in preparation of consumer education materials, and in demonstrations and exhibits. Prepares test solutions, weighs samples and carries out other general laboratory procedures as directed. Purchases food and other supplies.

GED: 3 SVP: 5 PA: L 4 5 6 EC: I 6 DPT: 6 6 4

APT.											INT.	TEMP.
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<u>3</u>	3	3	4	4	3	4	4	4	5	5	1	3 0 Y

2143-140 MILITARY-ENGINEERING OFFICER (military)

Commands, co-ordinates and controls activities of personnel providing civil engineering services to land combat personnel and static units:

Performs duties as described under master title, **01-320 OFFICER** (military) and master title, **01-060 DESIGN ENGINEER** (prof. & tech., n.e.c.). Studies design proposals and advises on construction maintenance and repair techniques and procedures. Supervises the construction and maintenance of domestic and military buildings, roads, bridges, runways, water supply systems, disposal systems, and the creation and reduction of obstacles and fortifications. Directs survey personnel engaged in mapping duties. Co-ordinates and directs

NEW CCDO OCCUPATIONAL DESCRIPTIONS

the activities of fire fighting personnel. Conducts studies to determine improvements in maintenance practices.

GED: 5 SVP: 8 PA: L 2 4 5 6 7 EC: B DPT: 1 3 1

APT.											INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C		
<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>3</u>	4	4	4	4	5	5	7 9	4 0 Y

2144-128 COMMUNICATIONS AND ELECTRONICS ENGINEER (military)

Directs planning, design, maintenance and operation of communications and electronics facilities and equipment used in Canadian Forces: Performs duties as described under master title, **01-320 OFFICER** (military) and master title, **01-060 DESIGN ENGINEER** (prof. & tech., n.e.c.). Formulates policy and plans, and designs communications and electronics facilities and equipment. Directs and co-ordinates activities of personnel involved in installation, operation and maintenance of strategic and tactical communications systems including satellites, electronic-data-processing systems, command and control systems, air-traffic-control systems and navigation aids, surveillance radar and identification systems, and electronic-warfare systems. Supervises and leads electronics technicians and operators in providing radio, telephone and other communications support systems under combat conditions.

GED: 5 SVP: 8 PA: L 4 5 6 7 EC: B DPT: 1 3 1

APT.											INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C		
<u>2</u>	<u>2</u>	<u>2</u>	<u>3</u>	<u>3</u>	4	4	4	4	5	4	7 9	4 0 Y

2147-128 LAND ORDNANCE ENGINEER (military)

Co-ordinates development, testing and maintenance of land vehicles, weapons systems and supporting field resources of Canadian Forces: Performs duties as described under master title, **01-320 OFFICER** (military), and master title, **01-060 DESIGN ENGINEER** (prof. & tech., n.e.c.). Directs and co-ordinates activities of personnel engaged in such areas as engineering development, acquisition of equipment and services, testing and evaluation, research, quality assurance, administration and training. Co-ordinates activities of personnel engaged in repair, maintenance, overhaul and modification of land equipment such as vehicles, armoured fighting vehicles, weapons, weapons systems and associated equipment at bases and under field combat conditions. Trains engineering officers and technicians.

GED: 5 SVP: 8 PA: L 5 6 EC: B 5 6 DPT: 1 3 1

APT.											INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C		
<u>2</u>	<u>2</u>	<u>2</u>	3	3	4	4	4	4	5	4	7 9	4 0 Y

2155-128 AEROSPACE ENGINEER (military)

Manages Canadian Forces aerospace vehicles and systems programs, and performs associated support functions: Performs duties as described under master title, **01-320 OFFICER** (military). Directs, co-ordinates and participates in maintenance, servicing, repair and overhaul of aircraft, missiles, flight control systems, instrument and electrical, mechanical, navigational,

communication, detection, identification, photographic and weapons systems. Directs and participates in maintenance and repair of test equipment and facilities, ground-support equipment, tools, synthetic trainers and calibration centres. Directs compilation, maintenance and analysis of associated records and publications. Performs support functions such as selection, evaluation, testing, maintenance, operation, modification and disposal of aerospace vehicles, systems and related equipment. Participates in formulation of plans, policies, standards and specifications for aerospace vehicles, systems, support requirements and services. Provides technical advice on aerospace operations and deployments.

GED: 5 SVP: 8 PA: L 2 3 4 5 6 7 EC: B 5 6 DPT: 1 3 1

APT.											INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C		
<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	3	4	4	4	4	5	4	7 9	4 0 Y

2157-114 NUCLEAR-OPERATIONS ENGINEER (elec. power)

Directs operational and maintenance activities in nuclear-generating station, heavy water plant, and associated facilities, and supervises technical, maintenance and operational personnel: Solves technical problems related to mechanical, chemical and electrical systems, computer systems, control systems, heavy water management, reactor-fuel scheduling, reactor-physics calculations, and chemical control associated with the operation and maintenance of nuclear-generating stations and heavy water plants. Prepares reports to provide information and data on equipment, systems, and performance of station and plant. Supervises and trains subordinate personnel. Supervises commissioning of new nuclear stations and heavy water plants, and major changes in design of existing stations and plants. Carries out safety procedures related to safe and efficient operation of nuclear-generating stations, heavy water plants and associated facilities.

GED: 6 SVP: 8 PA: L 5 6 EC: I 6 DPT: 1 3 8

APT.											INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C		
<u>1</u>	<u>1</u>	<u>1</u>	<u>2</u>	<u>2</u>	4	4	4	4	5	5	7 8	4 0 Y

2159-123 BIOMEDICAL ENGINEER, RESEARCH AND DEVELOPMENT (medical)

Applies established engineering principles to design and develop new diagnostic and clinical instrumentation and procedures in aid of medical practice and biological research, and to design and develop devices to assist the physically handicapped: Performs duties as described under master title, **01-060 DESIGN ENGINEER** (prof. & tech., n.e.c.). Studies engineering aspects of life support systems utilizing knowledge of electrical, mechanical, chemical or other engineering principles and knowledge of anatomy and physiology. Develops prototypes (models) to simulate life systems in order to obtain data for measuring or controlling life processes. Designs and develops systems to replace or augment sensory or motor functions. Designs and develops instruments and devices capable of assisting medical or other health-care personnel in treating physical ailments or deformities. Designs and develops instrumentation capable of measuring and/or controlling body functions. Plans and conducts

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research concerning life systems. Supervises activities of biomedical technologists and technicians.

GED: 6 SVP: 8 PA: L 4 5 6 7 EC: I DPT: 0 3 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>1</u> <u>1</u> <u>1</u> <u>1</u> 3 4 4 4 4 5 4	7 8	0 9 Y 4

2159-124 BIOMEDICAL ENGINEER, CLINICAL (medical)

Advises and collaborates with hospital administrators on planning, acquisition and use of medical and patient-care equipment and modifies, installs or fits such equipment or supervises installation of equipment:

Confers with administrators of various hospital departments concerning planning and development of patient care equipment and programs including staff requirements, and assists in system analysis and cost benefit analysis of proposed equipment and programs. Confers with and advises administrators on installation or implementation of patient care-equipment and advises on use of equipment and program procedures including employment of special techniques. Interprets technological needs and advises hospital administrators to facilitate decision-making concerning new equipment purchases and acts as intermediary between users and suppliers of requisite technologies. Participates and collaborates with clinical team throughout rehabilitation process including prescription of treatment and evaluation of progress. Develops and modifies medical and patient-care equipment including rehabilitation devices. Installs or supervises installation of equipment and fits disabled patients with devices. Identifies and solves problems relating to application of electronic and mechanical rehabilitative devices. Instructs medical equipment users in theory, use and calibration routines of patient-care equipment and safety procedures to be followed. Ensures safe design, installation, performance, and maintenance of electrical, electronic, mechanical and electro-mechanical equipment and devices. Develops patient information systems, automated equipment, automated procedures and computer/instrumentation interfaces. Supervises activities of biomedical engineering technologists and technicians.

GED: 6 SVP: 8 PA: L 4 5 6 7 EC: I DPT: 1 3 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>1</u> <u>1</u> <u>1</u> <u>1</u> 3 4 4 4 4 5 4	7 8 6	4 5 0 9 Y

2159-136 MARITIME-ENGINEERING OFFICER (military)

Directs, co-ordinates and participates in activities of teams of military engineers and technicians in design and building of marine systems and weapons systems on shore, and in operation, maintenance and repair of these systems onboard Canadian Forces ships:

Performs duties as described under master titles, **01-320 OFFICER** (military) and **01-060 DESIGN ENGINEER** (prof. & tech., n.e.c.). Establishes or participates in establishing technical requirements for marine systems and weapons systems for warships and auxiliary vessels. Designs or participates in designing marine systems including propulsion systems, power generation, hull structure, auxiliary machinery and machinery control systems; or weapons systems including detection, fire control, computation and weapon delivery, communications and electronic warfare, and technical data processing.

Supervises building, installation and testing of systems. Operates and supervises operation, maintenance and repair of systems.

GED: 5 SVP: 8 PA: M 2 3 4 5 6 7 EC: B DPT: 0 3 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>2</u> <u>2</u> <u>2</u> <u>2</u> 3 4 4 4 4 4 4	7 9	4 0 Y

2163-116 COMPUTER-ASSISTED DESIGN DRAUGHTSMAN/WOMAN (prof. & tech., n.e.c.)

Prepares layouts, designs and detail drawings from sketches, notes and specifications for application in electronics, manufacturing, construction or other fields, using graphics terminal of a computer system:

Reviews sketches and other data with engineering staff and makes changes using conventional draughting techniques. Switches on computer and loads disk or tape-drive units with selected data files and programs. Enters identification data, codes and instructions using terminal keyboard to retrieve and display required drawings, other graphics such as grids, scales, radii, point locations, vertical and horizontal lines, draughting symbols and stored textual data. Enters instructions using keyboard to manipulate displayed graphics by rotating displays, increasing or decreasing dimensions of subject items, and deleting, inserting or repeating data to develop designs or modify drawings. Enters dimensions, locations and other digitized geometric or analytic information using terminal keyboard for input into computer. Redraws details and edits text directly on face of sensitized screen using function selector and light pen. Verifies completeness and accuracy of final drawing displayed on screen before instructing computer to store on memory disk or tape. Keys commands for computer-controlled plotter to reproduce finalized drawings, specified elevations, cross-sections, projections or other details on hard-copy paper for engineering use. Reviews drawings for accuracy, makes changes either manually or using computer system, and submits final copies to checkers and engineering staff for approval. May produce tabulated dimensional information, codes for drawings and files, component identifications, job times and other programmed data, using computer printer.

GED: 4 SVP: 7 PA: S 4 5 6 7 EC: I DPT: 2 6 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>2</u> <u>3</u> <u>3</u> <u>2</u> <u>2</u> <u>3</u> <u>3</u> <u>3</u> 5 4	9 7	0 Y

2163-127 DRAUGHTSMAN/WOMAN, ARCHITECTURAL APPRENTICE (prof. & tech., n.e.c.)

Performs duties of **2163-126 DRAUGHTSMAN/WOMAN, ARCHITECTURAL** (prof. & tech., n.e.c.) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

2163-155 DRAUGHTSMAN/WOMAN, MECHANICAL APPRENTICE (prof. & tech., n.e.c.)

Performs duties of **2163-154 DRAUGHTSMAN/WOMAN, MECHANICAL** (prof. & tech., n.e.c.) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

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2163-170 DRAUGHTSMAN/WOMAN, PROCESS PIPING (prof. & tech., n.e.c.)

Prepares general and detailed drawings of process piping systems for gas plants, refineries, chemical and other processing plants:

Performs duties similar to those of **2163-110 DRAUGHTSMAN/WOMAN, GENERAL** (prof. & tech., n.e.c.). Prepares general layout of pipes and elevations from equipment drawings and mechanical flow diagrams. Consults catalogues and publications to determine type and size of pipes, fittings and control components. Prepares detailed drawings of piping system to show piping runs, racks, supports, pressure vessels and other equipment. Revises drawings, as necessary, to reflect changes in design and to keep drawings up-to-date.

GED: 4 SVP: 7 PA: S 4 5 6 7 EC: I DPT: 2 6 1

APT.													INT.	TEMP.		
G	V	N	S	P	Q	K	F	M	E	C						
<u>2</u>	<u>3</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>3</u>	<u>2</u>	3	3	5	4		7	9	1	0	Y

2163-177 CAD DESIGNER, PRINTED CIRCUIT BOARDS (prof. & tech., n.e.c.)

Transforms engineering data into functional printed circuit board designs, using computerized designing system:

Studies engineering schematic to determine the design procedures and integrated circuit components required for the computerized designing of printed circuit boards. Operates computer terminal keyboard to call up list of available component cells and records applicable codes. Enters engineering data, component cell codes and design commands at keyboard to construct and obtain visual representation of circuit board design, on attached video screen. Examines design for flaws and tests design performance potential, using computer programming, to ensure design is functional. Advises engineering of design problems identified through testing and inputs engineering modifications to correct faults. Interfaces with mylar-sheet printer to produce hard copy design printouts for engineering and production requirements.

GED: 4 SVP: 7 PA: S 4 5 6 7 EC: I DPT: 2 6 4

APT.													INT.	TEMP.		
G	V	N	S	P	Q	K	F	M	E	C						
<u>2</u>	<u>3</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>3</u>	<u>2</u>	<u>3</u>	3	5	3		7	9	1	0	Y

2165-156 NUCLEAR TECHNOLOGIST (prof. & tech., n.e.c.)

Performs technological functions in various aspects of nuclear engineering, primarily in support of production of heavy water and operation of nuclear-generating station:

Performs duties as described under master title, **01-080 ENGINEERING TECHNOLOGIST** (prof. & tech., n.e.c.). Prepares precise records of quantities and location of radioactive materials, toxic gases, new fuel, and heavy water. Prepares statistical data on systems and equipment for performance evaluation. Collects, assembles and analyzes technical information, using various computer techniques. Plans, co-ordinates and schedules work associated with commissioning, operation, and preventive and routine maintenance of systems and equipment, planned and emergency plant shut-downs, and system modifications. Develops comprehensive cost reports relating to all phases of plant operation. Evaluates contract submissions for waste disposal, fuel oil, unit trains, and other services. Monitors existing contracts. Carries out safety procedures related to detection and

control of ionizing radiation and toxic gas levels. Trains subordinate personnel.

GED: 5 SVP: 7 PA: L 4 5 6 EC: I 6 DPT: 2 3 1

APT.													INT.	TEMP.		
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<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>3</u>	3	4	4	4	5	4		7	9	1	0	Y

2165-160 MANUFACTURING COST ESTIMATOR (prof. & tech., n.e.c.)

Analyzes and interprets manufacturing data to provide cost estimates for the production of newly designed products:

Reviews blueprints to determine machining operations, tools, gauges and materials required for job. Prepares detailed list of parts required. Consults catalogues and makes purchase inquiries to obtain cost of purchasing parts from potential suppliers. Compiles production and cost records and discusses manufacturing capabilities with **2145-110 INDUSTRIAL ENGINEER, GENERAL** (prof. & tech., n.e.c.) to determine in-house costs for manufacturing each component of the product. Develops estimates concerning probable engineering changes, part reworking requirements, parts shortages and machine tool operator training times. Prepares time charts and learning curves indicating probable times required for tool design, fabrication and debugging, and for the manufacture, assembly and testing of parts to graphically present production unit costs. Calculates standard labour hours and subsequent labour costs to produce predetermined number of units. Adds factors for waste, overhead and profit to prepare budget estimate for entire project. Submits findings to management for review and action.

GED: 5 SVP: 7 PA: L 5 6 7 EC: I DPT: 2 6 8

APT.													INT.	TEMP.		
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<u>2</u>	<u>2</u>	<u>2</u>	3	<u>3</u>	3	4	4	4	5	4		1	7	9	0	Y

2165-162 MOULD DESIGNER (prof. & tech., n.e.c.)

Designs and details injection, compression and die cast moulds and fixtures, according to specifications:

Examines part sketches and prints, customer specifications and related data to determine mould type, shape, complexity, finishing and other design requirements. Compiles and analyzes design elements, such as, time and cost estimates, processing requirements and material stress and fatigue characteristics, to conceive practical design. Drafts multi-dimensional drawings of part, using drafting equipment, ships and french curves, and CADD/CAM related equipment to illustrate front, back, side and end views of part. Determines placement of parting line on mould and incorporates line into drawings. Presents design to customer and communicates rationale for design based on accepted engineering principles, to obtain approval to proceed with project. Modifies design according to customer, sales or engineering input. Consults catalogues and orders metal materials and mould components required for the construction of mould. Inputs cooling and heating lines, circuitry and other details into drawing to complete design. Communicates design to machine shop tradespersons to obtain mould making, machining and tool making input and to receive shop time estimates. Oversees shop portion of project and liaises with shop personnel to resolve design problems. Follows up on all jobs to ensure

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proper application of time, material and technique and to meet project deadlines. Costs materials and prepares job progress reports.

GED: 5 SVP: 7 PA: L 4 5 6 7 EC: I 6 DPT: 2 6 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>2</u> <u>3</u> <u>2</u> <u>2</u> <u>2</u> <u>3</u> <u>3</u> <u>3</u> <u>3</u> 5 4	1 7 9	Y 0

2165-224 CONSTRUCTION-ENGINEERING TECHNICIAN (military)

Conducts engineering surveys for planning, layout, and construction of buildings, roads, airfields and utility systems associated with Canadian Forces Bases:

Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Designs layout and surveys site. Prepares charts, graphs and diagrams and drafts architectural, mechanical, electrical and engineering drawings to scale. Operates blueprinting and reproduction machines to reproduce drawings. Maintains reproduction, projection, survey and drawing equipment. Assembles and maintains metal scaffolding and construction safety equipment. Operates portable water pumps, sump pumps and portable electrical generators. Compiles bills of materials and calculates cost estimates.

GED: 4 SVP: 6 PA: L 4 5 6 7 EC: B DPT: 3 6 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 <u>3</u> <u>2</u> <u>3</u> 3 3 4 4 5 4	9 1	0 Y

2165-225 DRILLING-FLUID TECHNICIAN, OFFSHORE DRILLING RIG (oil & nat. gas)

Tests and monitors mixing of drilling fluid used in boring of oil and natural gas wells from offshore drilling platform or vessel:

Performs duties as described under master title, **01-070 ENGINEERING TECHNICIAN** (prof. & tech., n.e.c.). Takes samples of drilling fluid (mud) circulated through boreholes. Applies specified analytical tests to samples of mud to determine characteristics such as, density, viscosity and pH levels, water, oil and solids content and chemical composition, using on-board laboratory test equipment. Tours mud room regularly to direct derrickhand regarding kinds and amounts of chemicals to use, and procedures for mixing mud appropriate to conditions in borehole. Directs mud room crew in use of shaker, de-gasser, de-silter, de-sander, mud cleaner or other mud reconditioners according to present needs. Prepares drilling fluid reports recording such data as, temperatures and pressures, drill-hole depth, pump-flow rates, mud volumes and results of analytical tests.

GED: 4 SVP: 6 PA: L 4 5 7 EC: B 5 6 7 DPT: 3 6 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>3</u> <u>3</u> <u>3</u> 4 4 4 4 4 <u>3</u> 4 4	9 1	0 Y

2165-270 POLLUTION CONTROL TECHNICIAN (prof. & tech., n.e.c.)

Performs technical functions in field and laboratory settings to locate, measure and control pollution of the air, water and soil:

Performs duties as described under master title, **01-070 ENGINEERING TECHNICIAN** (prof. & tech., n.e.c.). Gathers field specimens of water, seawater or industrial wastewater and performs standard analyses to determine pollution levels. Samples and tests sewage, sediments, sludge, soils and hazardous wastes to determine chemical makeup of pollutants. Collects samples of gases from process ventilation systems and smokestacks, and conducts required testing, odour panel evaluations and stack gas analyses to determine makeup of gas pollutants and ensure that toxicity levels are in compliance with regulated standards. Installs, operates and maintains environmental monitoring equipment, data collection stations and testing instruments. Keeps records of readings taken from environmental monitoring equipment to audit industrial emissions of toxic substances into the environment. Identifies new emission sources, investigates environmental upsets and makes recommendations to control emissions. May specialize in performing one type of environmental protection work.

GED: 4 SVP: 6 PA: M 4 7 EC: B 6 DPT: 3 6 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 <u>3</u> <u>3</u> <u>3</u> 3 <u>3</u> <u>3</u> <u>3</u> 4 4	7 9 1	0 Y

2169-112 REMOTE SENSING TECHNICIAN (prof. & tech., n.e.c.)

Operates airborne remote sensing equipment to acquire survey data for various applications such as, agriculture and forestry land use, heat loss assessments and industrial support services:

Attends ground briefings to determine the nature of mission and type of data to be acquired. Prepares flight plans and sensor configurations for airborne missions, according to acquisition requirements, by selecting and interpreting maps, considering the time of year and reviewing available weather information. Selects and tests materials and equipment required. Loads, secures and interconnects computer directed aerial survey cameras, sensors and scanners, and retests equipment prior to take off. Verifies weather at site to ensure weather is conducive to data acquisition procedures and makes final equipment adjustments. Conducts airborne acquisition of data by operating and servicing camera systems and infrared scanners. Monitors recording quality by observing signals through oscilloscope and adjusts equipment to improve recording quality, if required. Arranges post-flight processing of image data recorded on film and tape, or operates photo lab equipment to process images. Inspects quality of recorded images and forwards data to specialist for analysis. Prepares post-flight report or attends post-flight briefing to recount operation.

GED: 5 SVP: 7 PA: M 4 7 EC: I 5 DPT: 2 6 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>2</u> <u>3</u> <u>2</u> <u>2</u> <u>2</u> 3 3 3 3 4 3	7 9 1	0 Y 9

2181-136 EPIDEMIOLOGIST (prof. & tech., n.e.c.)

Studies the occurrences, distribution and determinants of diseases and other related health states or events in defined populations, to further the control of health problems:

Performs duties similar to those of **2181-134 STATISTICIAN, APPLIED** (prof. & tech., n.e.c.). Originates, designs and develops epidemiological and population studies to provide data for the development of health policies and programs. Designs or reviews questionnaires and other data collection forms and decides on

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procedures to be used to obtain, collate and validate such data. Initiates contacts and confers with other investigators, health researchers, and industrial and community representatives to develop and organize data collecting procedures. Co-ordinates and conducts the epidemiological analysis of surveillance data, using new and modified computer programming, statistical techniques and knowledge of epidemiology, to assess and evaluate probable causes and effects of diseases and related health states. Reviews and interprets the results of data analysis and writes reports to summarize findings. Publishes reports in scientific journals and presents reports at scientific meetings. Supervises and co-ordinates the activities of research analysts and assistants. Provides advice on epidemiological and biostatistical aspects of studies. Provides technical and consultative services to health planners and researchers, to inform users on the availability and suitability of study data.

GED: 5 SVP: 8 PA: L 5 6 EC: I DPT: 1 3 8

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
<u>1</u>	<u>1</u>	<u>1</u>	<u>3</u>	<u>2</u>	<u>2</u>	4	4	4	5	5			6 7 8	0 9 Y

2183-116 SYSTEMS-SOFTWARE PROGRAMMER (prof. & tech., n.e.c.)

Develops, implements, evaluates and maintains software programs basic to operation of particular computer:

Develops logical specifications from predetermined functional specifications for development of and changes to systems software. Codes, tests and evaluates systems software. Implements internally developed or externally supplied systems software. Instructs operations, applications and/or user personnel on documentation and advises them on solving technical problems. Analyzes operating problems in systems software and develops and implements changes in software to correct problems. Conducts post implementation audit of installed systems software, participates in audit of application software and performs measurement and tracking tasks. Plans and evaluates externally supplied systems software. Participates in systems software standards and security reviews. Prepares time, cost and resource estimates for project and reviews reports and work progress against estimates. Recommends revisions to performance or method standards to improve estimating control process and performance.

GED: 5 SVP: 7 PA: S 5 6 7 EC: I DPT: 2 2 1

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
<u>2</u>	<u>2</u>	<u>3</u>	<u>2</u>	4	3	4	4	4	5	5			9 7	0 9

2183-124 APPLICATION PROGRAMMER (prof. & tech., n.e.c.)

Develops, implements, evaluates and maintains computer application systems or software programs specific to client's requirements:

Develops logical specifications from predetermined functional specifications for development of or changes to application programs. Codes, tests and evaluates application programs. Develops applications software documentation. Implements internally developed or externally supplied application programs. Informs operations, applications, software and/or user personnel regarding documentation and advises them on solving technical problems. Analyzes problems in application programs and develops and implements changes in programs to correct problems. Participates in post implementation

audit of installed systems and performs measurement tasks. Plans and evaluates externally supplied application programs. Participates in application standards and security reviews. Prepares time, cost and resource estimates for work to be performed and reviews reports and work progress against estimates. Recommends revisions to performance or methods standards to improve estimating, control process and/or performance.

GED: 5 SVP: 6 PA: S 5 6 7 EC: I DPT: 2 6 1

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
<u>2</u>	<u>2</u>	<u>3</u>	<u>2</u>	4	3	4	4	4	4	5			9 7	0 9

2183-150 COMPUTER GRAPHICS SPECIALIST (prof. & tech., n.e.c.)

Develops, implements, evaluates and maintains graphics equipment hardware, software and applications to meet user requirements:

Evaluates and plans implementation of externally supplied graphics equipment hardware and/or software. Develops logical and performance specifications from predetermined functional specifications for development of and changes to graphics equipment software and hardware. Codes, tests and evaluates graphics equipment documentation. Develops graphics equipment software documentation. Implements internally developed, or externally supplied graphics equipment software and hardware. Instructs operations, applications and/or user personnel on documentation, and advises them on technical problems associated with use of graphics equipment hardware and software facilities. Analyzes operating problems in graphics equipment software and hardware and develops and implements changes in software to correct problems. Conducts post implementation audit of installed graphics system and performs measurement and tracking tests. Participates in graphics standards and security reviews. Prepares time, cost and resource estimates for work to be performed and reviews reports and work progress against estimates. Recommends revisions to performance or methods standards to improve estimating control process and/or performance.

GED: 5 SVP: 7 PA: S 5 6 7 EC: I DPT: 2 2 1

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
<u>2</u>	<u>2</u>	<u>3</u>	<u>2</u>	4	3	4	4	4	5	5			9 7	0 9

2183-154 COMPUTER HARDWARE SPECIALIST (prof. & tech., n.e.c.)

Develops, implements, evaluates and maintains computer hardware to meet user requirements:

Evaluates and plans implementation of hardware, and/or computer environmental protection and control facilities. Develops performance specifications for mainframes, terminals and other peripherals from functional specifications. Prepares floor layouts and other site preparation tasks for equipment moves and installation. Reviews installation plans and schedules with operations and other affected personnel. Monitors equipment installations. Writes procedures for operation of environmental protection equipment. Instructs operations, applications and software personnel on documentation, and advises them on solving technical problems associated with operating hardware and environmental protection and control facilities. Ensures that installed hardware is serviced and maintained and that environmental control and security protection requirements are met. Conducts

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post implementation audit of installed hardware and environmental protection and control facilities and performs measurement and tracking tasks. Prepares time, cost and resource estimates for project and reviews and reports work progress against estimates. Recommends revisions to performance or method standards to improve estimating control process and performance.

GED: 5 SVP: 7 PA: S 5 6 7 EC: I DPT: 2 2 1

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
<u>2</u>	<u>2</u>	<u>3</u>	<u>3</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>5</u>			9 7	0 9

2183-118 MINICOMPUTER/MICROCOMPUTER SPECIALIST (prof. & tech., n.e.c.)

Develops, implements, evaluates and maintains minicomputer and microcomputer software and hardware to meet user requirements: Evaluates and plans implementation of externally supplied mini/microcomputer hardware and software. Develops logical and performance specifications from predetermined functional specifications for minicomputer or microcomputer system. Codes, tests and evaluates mini/microcomputer software. Develops mini/microcomputer software documentation. Implements internally developed, or externally supplied mini/microcomputer software. Instructs operations, applications, software and/or user personnel on documentation, and advises them on solving technical problems associated with use of mini/microcomputer hardware and software facilities. Analyzes operating problems in mini/microcomputer software and hardware and develops and implements changes in software. Conducts post implementation audit of installed minicomputer system and performs measurement and tracking tasks. Participates in mini/microcomputer standards and security reviews. Prepares time, cost and resource estimates for work to be performed and reviews reports and work progress against estimates. Recommends revisions to performance or methods standards to improve estimating control process and/or performance.

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APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
<u>2</u>	<u>2</u>	<u>3</u>	<u>2</u>	<u>4</u>	<u>3</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>5</u>	<u>5</u>			9 7	0 9

2183-162 TELECOMMUNICATIONS SPECIALIST COMPUTERS (prof. & tech., n.e.c.)

Develops, implements, evaluates and maintains telecommunications software, hardware and networks to meet user requirements: Develops logical and performance specifications from predetermined functional specifications for development of and changes to telecommunications software and hardware, and develops networks specifications. Codes, tests and evaluates telecommunications software. Develops telecommunications software documentation. Implements internally developed, or externally supplied telecommunications software, hardware and network lines. Instructs operations, applications, software and/or user personnel on documentation, and advises them in areas of telecommunications network performance, software requirements and use of telecommunications equipment. Analyzes telecommunications problems and develops and implements changes in software to correct problems. Conducts post implementation audit of installed telecommunications system and performs measurement and tracking tasks. Evaluates and plans implementation of externally

supplied telecommunications hardware and software. Participates in telecommunications standards and security reviews. Prepares time, cost and resource estimates for project and reviews reports and work progress against estimates. Recommends revisions to performance or methods standard to improve estimating control process and performance.

GED: 5 SVP: 7 PA: S 5 6 7 EC: I DPT: 2 2 1

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
<u>2</u>	<u>2</u>	<u>3</u>	<u>2</u>	<u>4</u>	<u>3</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>5</u>	<u>5</u>			9 7	0 9

2313-118 ARCHAEOLOGIST (prof. & tech., n.e.c.)

Studies artifacts (objects and structures) to reconstruct past economic, social, political and intellectual life:

Studies archival documents, reviews books and papers, examines collections and confers with experts to acquire detailed knowledge on period, event or culture to be studied. Selects location to be excavated, solicits permission from authorities to conduct excavation, prepares proposals and applies for funding, arranges site mapping and surveying and recruits a team of excavation specialists, prior to commencing the excavation. Supervises and co-ordinates the activities of excavators, surveyors, registrars, photographers and other specialists to ensure that standardized excavation and recording techniques are followed and that no evidence is lost. Oversees excavating and provides expert advice concerning the search for remains of buildings and the collection, identification and preservation of artifacts. Examines and classifies artifacts on return to institution, and determines their authenticity and identity. Interprets the significance of finds by determining the importance of the history conveyed by artifacts and the extent to which they describe the way of life of the people who produced them. Writes or supervises the preparation of papers, articles and summaries concerning research activities. Supports community groups and historical societies in developing, appreciating and preserving the past, and in restoring and rehabilitating historical structures. Lectures on topics in archaeology. See also Minor Group 235 - OCCUPATIONS IN LIBRARY, MUSEUM AND ARCHIVAL SCIENCES for related occupations.

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APT.													INT.	TEMP.
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2331-132 SOCIAL WORK OFFICER (military)

Counsels and aids members of Canadian Forces and their families in resolving domestic and social problems, and advises on formulation and interpretation of social welfare laws and programs:

Performs duties as described under master title, **01-320 OFFICER (military)**. Interviews military personnel and/or family members who have personal, social, financial or other problems, to determine nature, extent and causes of difficulties. Counsels and provides casework services to military personnel and families on problems affecting on-the-job performance of military duties. Advises military authorities on personal situations affecting operational efficiency and military careers of personnel. Maintains close liaison with civilian social agencies to provide effective referral service. Advises on co-ordination and operation of community service programs. Interprets social welfare laws to military commanders. Assists in formulation of social

NEW CCDO OCCUPATIONAL DESCRIPTIONS

welfare policy for Canadian Forces. Advises on co-ordination and operation of community service programs.

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<u>2</u>	<u>2</u>	3	4	4	3	4	4	4	5	5			4	6	5	9	7

2333-120 GERIATRIC-ACTIVITIES AIDE (social wel.)

Plans and arranges social and recreational programs in homes for the elderly and encourages participation in activities by residents: Identifies needs of individuals and groups of residents and develops suitable activity programs within institutional policy guidelines. Organizes social events such as bingos, dances, shows and bazaars to entertain, involve and stimulate residents. Arranges for classes in art or in selected crafts of interest to residents, by obtaining suitable accommodation, facilities, supplies and instructions. Develops physical fitness programs taking into account information from each resident's file, knowledge of individual's capabilities and appropriate exercise techniques. Promotes interest in physical activity, diet and personal care, inviting resource persons to speak to groups of residents. Plans and arranges transportation for sightseeing and shopping trips to give residents an outing or to obtain personal needs. Organizes family or other social gatherings for special occasions. Monitors operation of music lounge, obtains suitable recordings and periodically arranges for showings of films. Recruits, assigns and trains volunteers for assistance in conducting programs and providing help to residents. Liaises with local clergy for observance of religious services and festivals and arranges direct contacts of clergy with individuals. Maintains a constant sensitivity to residents feelings and directs residents to resource persons such as medical personnel, ministers or social workers. Keeps records of activity programs and participation to assess program effectiveness, makes recommendations and plans future activities.

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<u>3</u>	<u>3</u>	4	4	4	4	4	4	4	5	5			4	6	5	1	4

2343-112 LEGAL OFFICER (military)

Provides legal services for Canadian Forces and The Department of National Defence (DND) according to Judge Advocate General (JAG) policy and requirements in regions of Canada, Europe or other geographical area as assigned by JAG:

Performs duties as described under master title, **01-320 OFFICER (military)**. Assists Regional Assistant Judge Advocate General (AJAG) in administration of claims by and against the Crown. Draws up and revises documents pertaining to legal and administrative policy and practices. Advises commanding officers and staff on all legal matters, interpreting relevant military and civil statutes and regulations. Counsels commanding officers on disciplinary matters including summary trials and court martials. Provides legal aid to military and civilian personnel within JAG premises. Specializes in particular field

of law such as claims, contracts, financial administration, criminal law/military justice, pensions or international law and directs and administers the work of that section in the office of the JAG in National Defence Headquarters. Performs legal duties in Canadian Embassies upon secondment to Department of External Affairs.

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APT.													INT.	TEMP.							
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2353-132 MUSEUM TECHNICIAN (educ.)

Assists curatorial staff to collect, preserve, exhibit and interpret artifacts in community, district or regional museums: Compiles information on collection concerning item identification, condition and research value, to document collection. Numbers collection items following standardized accession and deaccession procedures. Assists in validating origin of objects and conducts surveys to determine nature and origin of artifacts. Inspects and assesses artifacts to determine conservation needs. Stabilizes artifacts, using standardized procedures, and performs minor repairs to artifacts and specimens, using laboratory equipment and materials and hand tools. Assists in constructing duplicate specimens or artifacts. Sets up lighting, and fabricates and assembles shelving units, protective cases and other display equipment, using hand and power tools. Assists in preparing and mounting artifacts for display. Monitors humidity and temperature readings, and takes corrective action to maintain and control collection and display environments. Opens and closes museum according to scheduled operating hours. Maintains museum security to guard artifacts and property against fire, theft and vandalism. Escorts visitors through establishment, answers questions about exhibits and distributes literature to public. Carries out craft demonstrations to interpret collection to public. Operates slide, film or video projection equipment and cameras, as required.

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2399-130 HYPNOTHERAPIST (prof. & tech., n.e.c.)

Induces hypnotic state in client to increase motivation or alter behaviour, through hypnosis:

Interviews prospective client to identify problem and determine whether client is susceptible to powers of suggestion. Refers clients to appropriate professional or community service upon determining that their current state may be jeopardized by hypnotic therapy. Prepares client for entering hypnotic state by explaining how hypnosis works and describing what will be experienced. Induces hypnotic state in client, using individualized methods and techniques of hypnosis based on level of client suggestibility and nature of problem. Deepens trance to required level and presents ideas to client under trance, using methods of implication, supposition and multiple level communication. Terminates hypnotic state and brings client back to full conscious

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awareness, using special techniques. May consult with other professionals and apply hypnotherapy to their areas of practice. May instruct individuals on self-hypnosis conditioning.

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2511-118 CHAPLAIN (military)

Provides liturgical, educational and pastoral services to members of Armed Forces and their families at military installations and to Armed Forces serving in combat:

Performs duties as described under master title, **01-320 OFFICER** (military). Advises commanders on moral and spiritual welfare in Canadian Forces. Conducts divine services, funerals, church parades and special services. Provides teaching ministry and pastoral visitation to military community and encourages and sponsors church group activities. Counsels in religious, moral, emotional and social areas with regard to personal, marital, family, sexual, addiction, financial, morale and service problems. Administers chaplain's office and chapel routine. Serves on military and community committees and boards. Conducts investigations relating to moral and spiritual matters on referral or request.

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2797-120 TRAINING SPECIALIST, COMPUTERS (educ.)

Develops, implements, presents and evaluates training program for computer users:

Interviews computer users or informatics management to determine training requirements. Analyzes and evaluates existing training requirements. Prepares training development proposal and reviews proposal with user including operations staff and management. Designs and develops training programs. Evaluates course design and prepares training documentation. Evaluates and plans implementation and presentation of externally supplied education products. Presents internally developed or externally supplied training courses to user and informatics personnel. Assesses students' performance and course effectiveness. Prepares time, cost and resource estimates for training activities. Reviews and reports work progress against estimates. Recommends revisions to performance or methods standards to improve estimating and control process and performance.

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												4	5	9	0

2797-129 AEROMEDICAL INSTRUCTOR (military)

Provides aeromedical training to support Canadian Forces air operation and flight safety programs:

Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Provides academic and practical instruction in procedures and use of equipment related to human performance, safety and survival in flying operations. Operates aeromedical training devices and audio-visual training aids. Operates hypobatic chambers and human centrifuge and ejection training simulators. Monitors physiological state of personnel subjected to hypobatic or other adverse environments during aeromedical training, and initiates emergency medical treatments. Assists flight surgeons in medical investigation of aircraft accidents and physiological incidents. Inspects and maintains hypobatic chambers, associated protective, emergency and life support equipment, and disorientation and audio-visual training devices. Maintains records.

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2799-115 LIFE SKILLS COACH (educ.; social wel.)

Leads groups through life skills lessons and facilitates their practicing and learning of new behaviours necessary for coping with everyday life:

Surveys community needs and promotes the life skills program by distributing and tabulating questionnaires, conferring with social agency personnel and presenting demonstrations. Develops protocol for program by establishing focus on self-improvement, family life, leisure, community or employment areas, to meet expressed needs. Interviews, screens and selects participants to fashion a homogeneous group, by assessing case histories and reviewing problems with addiction, levels of personal disturbance and motivation. Develops program themes and adapts lessons and skill training sequences according to participant needs and the objectives and orientation of referring agencies. Arranges for suitable training facility, if required. Convenes group and introduces, demonstrates and leads skill training on topics pertinent to group needs; such as, human relations and self-management skills, problem solving techniques and assertiveness, to assist participants in managing their own lives. Identifies and acts on the changing dynamics of group, by assessing verbal and non-verbal responses and checking regularly with participants, to facilitate their active participation in activities. Arranges for and introduces guest speakers to inform groups on available options in education, employment, leisure time use and other relative topics. Counsels group members individually at request of participants. Maintains participant attendance and progress records. Evaluates program effectiveness by comparing individual and group progress to program objectives and individual goals. Operates and maintains audio visual equipment to enhance the potential for learning.

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3111-120 NEPHROLOGIST (medical)

Diagnoses and treats renal (kidney) failure:
Performs duties similar to those of **3111-118 INTERNIST** (medical),

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but specializes in the treatment of renal failure, by employing the techniques of dialysis and transplantation.

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3111-145 CLINICAL IMMUNOLOGIST (medical)

Diagnoses and treats disorders of the immune system:

Performs duties similar to those of **3111-118 INTERNIST** (medical), but specializes in applying theories and techniques of immunology to care for patients with allergic conditions, immune deficiencies, auto-immune diseases, or requiring transplantation organs. Provides direct or consultative patient care to identify aspects of the patient's condition that are immunological in nature. Directs and supervises laboratory facilities concerned with clinical immunology. Conducts research in clinical immunology and develops diagnostic tests related to the practice of immunology. Informs community on immunization practices.

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APT.													INT.			TEMP.		
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<u>1</u>	<u>1</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>3</u>	<u>3</u>	<u>2</u>	<u>2</u>	<u>4</u>	<u>3</u>			7	4	5	0	5	9

3111-156 GERIATRICIAN (medical)

Diagnoses and treats diseases and disorders of the elderly:

Performs duties similar to those of **3111-166 PHYSICIAN, GENERAL PRACTICE** (medical), but specializes in organizing and providing health care for the aged. Provides early diagnoses and active treatment care for the elderly by applying knowledge of aging, clinical problems of the elderly, special disease features in old age and the organization and provision of medical, social and voluntary services. Co-ordinates geriatric assessments with health care professionals such as, social workers, physiotherapists, pharmacists and psychologists, and chairs case conferences to evaluate, assess, and prescribe team based treatment strategies for elderly patients. Recommends and mobilizes support or voluntary services to maintain independent patient life in the community and promotes home health care. Confers with health and community officials to ensure that health services and delivery systems are in place to serve the elderly.

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3111-160 EMERGENCY PHYSICIAN (medical)

Diagnoses and treats patients with acute illnesses and injuries in emergency department of hospital:

Performs duties similar to those of **3111-166 PHYSICIAN, GENERAL PRACTICE** (medical), but specializes in the immediate recognition, evaluation and response to acute illnesses and injuries. Administers immediate care to those patients with life threatening disorders by prioritizing and organizing patient traffic flows. Makes

quick, accurate diagnostic decisions by applying vast amounts of medical knowledge and a wide range of medical techniques. Manages life threatening situations by treating the initial period of acuteness until such time that a specialist or other physician becomes available. Specializes in the treatment of trauma, resulting from injury or illness. Refers patients elsewhere in the medical system, once the urgency of the situation has past, to provide ongoing care. Participates in municipal emergency services system planning and plans hospital responses to community disasters.

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3111-168 PHYSICIAN, COMMUNITY MEDICINE (medical)

Studies risks of disease, disability and premature death, and designs programs to modify or eliminate such risks and preserve and promote health in defined populations:

Incorporates concepts of prevention in public and occupational health, clinical practice, medical administration and international health specialties. Identifies health problems and evaluates the extent to which health services meet community needs, by applying epidemiological, biostatistical and toxicological procedures and health management knowledge, to plan, develop and organize health care programs and delivery systems at a community level. Immunizes and screens populations and furthers the application and emerging health strategies such as, risk appraisal, life-style behavioural change, lifetime health monitoring and self responsibility for health. Identifies work related diseases and injuries, and advises workers and management on ways to eliminate and reduce hazards in work settings. Participates in programs to control the spread of communicable diseases that cross national boundaries and provides advice on health problems of developing countries.

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3111-186 MEDICAL OFFICER (military)

Provides medical services to members of Canadian Forces at military installations, on board ships and in combat conditions:

Performs duties as described under master title, **01-320 OFFICER** (military). Conducts medical examinations, diagnoses disorders, and prescribes medication or administers treatments to sick or injured personnel. Determines medical fitness of military personnel and develops medical operational plans. Advises personnel on diet, hygiene and disease prevention. Conducts physiological research to determine causes of health problems among military personnel serving in particular environments. Performs command, staff and administrative duties as required. Supervises other medical personnel.

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3113-142 DENTAL OFFICER (military)

Diagnoses and treats diseases, injuries and malformations of teeth, gums and related oral structures, and administers comprehensive preventive dentistry program to members of Canadian Forces:

Performs duties as described under master title, **01-320 OFFICER** (military). Examines and cleans teeth, prepares and fills cavities and replaces portions of tooth crown with inlay or artificial crown. Extracts teeth and performs minor oral surgery. Administers general and local anaesthetics. Instructs patients in oral hygiene. Performs administrative and supervisory functions at dental clinics. Performs dental functions in field conditions.

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3119-112 ACUPUNCTURIST (medical)

Diagnoses condition of body and employs acupuncture and other therapies to treat disorders and/or improve health:

Questions patient to obtain medical history and reviews patient's medical records and X-rays. Observes and interviews patient to determine general physical, mental and emotional condition. Takes pulse and looks for irregularities in patient's eyes, mouth, tongue, colour of skin and other parts of the body. Arranges, through patient's physician for additional tests, analyses and X-rays and reviews results to assist in diagnosing patient's condition. Inserts acupuncture needles into patient at precise points to correct energy imbalance in the body thereby treating disorders, relieving pain or improving or maintaining health (original Chinese healing art). Administers water, light and heat therapies, electrotherapy, massage, manipulation and other physical treatments to patient. Recommends changes in diet and exercise habits as indicated by diagnosis.

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3119-122 KINESIOLOGIST (medical; prof. & tech., n.e.c.)

Applies knowledge of human movement and factors affecting and affected by such movement to evaluate health related matters and recommend solutions in industrial, business, educational, rehabilitation and social settings:

Evaluates and solves human movement problems by incorporating aspects of biomechanics, physiology, biology, statistics and other related disciplines. Assesses interactions between man, machines and the work environment, analyzes other human factors in the work place and provides recommendations to enhance occupational health and safety. Develops employee fitness, life-style monitoring and health programs. Designs, organizes, implements and evaluates therapeutic exercise programs. Conducts fitness assessments and develops group and individual program prescriptions for safe, healthy exercise. Provides life-style information and counsels individuals on methods to improve fitness, control weight and stop smoking. Informs groups and individuals on ways to prevent common sports injuries and assists in

the rehabilitation of these injuries. See also **3119-118 FITNESS CONSULTANT** (amuse. & rec.; medical).

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3130-118 NURSING OFFICER (military)

Provides nursing care to sick and injured personnel in Forces hospitals and at field medical units, and assists health teams at Canadian Forces Bases in prevention of disease:

Performs duties as described under master title, **01-320 OFFICER** (military). Provides in-patient and out-patient care in hospitals and at field medical units. Serves as general staff nurse, team leader, head nurse, nursing supervisor or senior nurse in hospitals or at units [**3130-110 NURSE, SUPERVISOR** (medical); **3131-130 NURSE, GENERAL DUTY** (medical)]. Provides "in-flight" nursing while a member of aeromedical evacuation team.

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APT.													INT.	TEMP.
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3131-109 NURSING RESEARCHER (medical)

Plans, directs, co-ordinates and conducts nursing research in hospitals, to further the delivery of health care:

Develops theme for nursing research, and identifies researchable nursing problems by surveying and questioning all levels of nursing staff to determine current problems that require study. Develops research guidelines and prioritizes suitable topics for research by analyzing areas of relevance and suitability for study. Conducts research by employing statistical and evaluative research methods and computer programming to develop findings on standards for the nursing practice, concerning areas such as, patient care and service, nursing accreditation and education needs, and program design. Interprets statistical findings, writes articles and reports, and organizes meetings and seminars to communicate research findings. Confers with nursing, medical and administrative staff to facilitate the application of research findings for clinical, educational and administrative decision making in nursing. Applies to funding agencies to secure research grants, to support and carry out nursing research. Supervises and directs research assistants.

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3137-116 CLINICAL OCCUPATIONAL THERAPY SPECIALIST (medical)

Develops and performs specialized occupational therapy procedures and acts as an occupational therapy consultant and educator:

Performs duties of **3137-118 OCCUPATIONAL THERAPIST** (medical). Cares for patients requiring specialized care to develop

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distinctive occupational therapy procedures. Instructs occupational therapy personnel, students on fieldwork assignments and other health care staff in specialized occupational therapy procedures to improve quality of patient care. Coordinates activities of occupational therapy staff assigned to speciality area. Instructs patients and their families in home care plans and in maintenance of environment that promotes health and well-being. Maintains and analyzes records and reports on occupational therapy service delivery for speciality area. Consults with health care groups concerning professional and educational matters. Prepares and furnishes data for articles and lectures. Participates in surveys and research studies.

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APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
<u>2</u>	<u>2</u>	3	3	3	3	4	3	3	4	5			4 5 6 7	5 9 0

3137-117 COMMUNITY OCCUPATIONAL THERAPIST (medical)

Provides occupational therapy services to clients in private homes, schools and work locations, and in special care facilities, such as, homes for the aged and group homes for the disabled:

Performs duties of **3137-118 OCCUPATIONAL THERAPIST (medical)**. Specializes in providing home-based occupational therapy services. Travels to client's residence, school or work place. Assesses needs, sets goals in cooperation with client and provides treatment in client's own environment. Adapts existing treatment models to a variety of settings and situations. Evaluates client progress on ongoing basis. Educates clients and provides guidance to families concerning self and home management, personal energy conservation, availability of community resources and other related matters. Counsels and supports clients who are ill for prolonged periods. Liaises and consults with home care and medical personnel concerning client progress and the need for further evaluation. Assesses, designs and orders special equipment for client such as wheel chairs and lifting devices. Assists clients in adapting to and using special equipment. Participates in community health education and health promotion campaigns related to occupational performance.

GED: 5 SVP: 7 PA: L 3 4 5 6 EC: I DPT: 1 2 4

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
<u>2</u>	<u>2</u>	3	3	3	3	4	3	3	4	5			4 5 6 7	5 0 9

3137-134 MASSAGE THERAPIST (medical)

Administers massage therapy and other treatments to correct physical disorders of the body:

Assesses patient's symptoms and capabilities by observation and questions, or refers to physician's prescription to establish physical disorders and treatment required. Assists patient onto table, into tub or to device for treatment. Applies lubricants and rubs, kneads, strokes or taps affected areas of patient's body with hands to stimulate action of muscles and joints. Adjusts thermostats, valves, timers and switches according to patient's needs, to regulate level and duration of treatments such as exposure to steam or dry heat, ultra-violet or infra-

red lamps, whirlpool baths and hot compresses or packs. Discusses follow-up care with patient. Maintains records of treatments given.

GED: 4 SVP: 5 PA: M 3 4 5 6 EC: I DPT: 2 7 4

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
<u>3</u>	<u>3</u>	4	4	4	4	<u>3</u>	<u>3</u>	<u>3</u>	5	5			4 5	5 9 0

3139-111 OPERATING ROOM ASSISTANT (military)

Cleans and maintains operating room and equipment, and assists surgical team and patient before, during and after surgery, working as member of Canadian Forces:

Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN (military)**. Ensures operating room and equipment are maintained in maximum aseptic condition. Sets up operating room in preparation for surgery. Checks patient and clinical charts to ensure proper identification and that pre-operative procedures have been performed. Ensures patient is safely positioned on operating table. Acts as scrub nurse and circulating nurse to assist surgeon. Provides surgical nursing care to patient in recovery room. Applies and removes plaster casts. Maintains and uses operating room equipment. Maintains, replenishes and accounts for medical supplies and equipment applicable to operating room, central supply room and fracture room.

GED: 4 SVP: 6 PA: M 4 5 6 EC: I 6 7 DPT: 6 7 4

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	3	4	4	4	4	<u>3</u>	<u>3</u>	4	4	4			4 3	3 Y 0

3139-112 MIDWIFE (medical)

Provides continuous care and advice to women during pregnancy, labour and post-natal period, and conducts deliveries and cares for the new-born:

Supervises low risk pregnancies and attends normal childbirth. Examines patient during pregnancy to evaluate her condition and ensure progress is normal. Identifies potentially abnormal conditions during pregnancy and consults health care professionals according to established protocols. Counsels and educates women concerning diet and pre-natal health practices. Reassures patient and provides emotional support during labour. Monitors condition of foetus during labour and conducts normal deliveries. Administers emergency measures and arranges for immediate contact with physician when abnormal conditions arise. Examines and cares for new-born infant. Visits patient during post-natal period at home or in hospital, instructs patient in care of self and infant and provides ongoing support. Counsels individuals and conducts classes concerning pregnancy and childbirth, parenthood, family planning and other related topics. Maintains records and reports concerning patient care.

GED: 4 SVP: 7 PA: M 4 5 6 7 EC: I DPT: 3 6 4

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
<u>3</u>	<u>3</u>	4	4	4	4	<u>3</u>	4	3	4	4			4 6	5 8

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3139-117 MEDICAL WARDEN, DRILLING RIG (medical; oil & nat. gas)

Provides first aid, nursing care and safety orientation services to crew of drilling platform or vessel engaged in drilling for offshore petroleum deposits:

Provides first aid treatment to injured crew members. Consults with physician on shore by radio-telephone and administers medical procedures as directed. Maintains sick-bay on rig for short-term nursing care of illnesses and treatment of injuries. Receives health complaints from crew and provides advice or makes arrangements for crew member to consult company physician. Demonstrates procedures to be followed in emergencies, including lifeboat drills and use of exposure suits, life preservers and life rafts. Assists in identifying working conditions or materials having potential hazards to health or safety of crew on board rig. Posts charts and explains hazards or dangerous situations to crew members. Records details of accidents that occur and of sick reports received. May register names of personnel on board, make room assignments, record crew changes and complete other assigned clerical tasks.

GED: 4 SVP: 7 PA: M 4 5 6 7 EC: B 6 DPT: 3 6 4

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 4 4 4 4 3 4 3 4 4	4	5 8

3139-119 PARAMEDIC (medical)

Administers pre-hospital emergency care to the sick or injured: Performs duties of **3139-130 AMBULANCE ATTENDANT** (medical). Diagnoses signs and symptoms of illness affecting patient in emergency situations to determine appropriate treatment. Establishes and maintains intravenous lines, applies adjunctive equipment for ventilation and circulation complications, and stabilizes and continually monitors patient condition to give care to cardiac arrest patients. Provides advanced life-support care to trauma victims, patients with respiratory disease and distress, overdose and poisoning victims and industrial accident victims, using special emergency medical procedures and life-support techniques. Treats patients in emergency situations, according to established community protocols and legislated limitations. Cares for patients during air ambulance flights.

GED: 4 SVP: 6 PA: VH 3 4 7 8 EC: B 6 DPT: 3 7 4

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 4 4 4 4 3 3 3 4 4	4	5 8 0

3139-124 MEDICAL ASSISTANT (military)

Provides nursing care, first-aid, and treatment to patients and injured personnel of Canadian Forces:

Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Observes and charts physical and mental states, vital signs, degrees of consciousness, and other signs indicating patient's condition. Interprets and implements medical orders. Prepares patient for physical examinations and minor surgery, and assists Medical Officer. Prepares patient for laboratory and radiological examinations. Performs electrocardiograms, audiograms and routine eye tests. Administers medication as prescribed by Medical

Officer. Provides initial emergency treatment. Assists in writing documents, reports and returns. Assists in maintaining, replenishing and accounting for medical and general stores. Performs routine maintenance and minor repairs to medical equipment. Maintains or disposes of medical records, reports and returns.

GED: 3 SVP: 6 PA: M 4 5 6 7 EC: B DPT: 3 6 4

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 4 4 3 4 3 4 4 5 4	4 3	3 Y

3155-108 DIAGNOSTIC MEDICAL SONOGRAPHER (medical)

Operates ultrasound equipment that transmits high frequency sound pulses through various parts of the body, to produce and record diagnostic images:

Confers with referring physician, or reads pertinent case history and requisition form to determine appropriate ultrasound procedure to be used and determine body part(s) requiring examination. Explains treatment and reassures patient. Applies scanning jelly to body area to be scanned and places transducer device onto skin surface. Operates ultrasound equipment by activating power source, setting time gain compensation controls and by selecting scale size to conduct examination. Observes and cares for patient throughout examination to ensure patient safety and comfort. Monitors examination by viewing images on video screen, to evaluate quality and consistency of diagnostic images, and makes adjustments to equipment, as required. Photographs or tapes suitable images, as they become available by operating camera unit connected to ultrasound equipment, to permanently record examination. Advises patient of subsequent session with physician, completes requisition form, and removes and identifies film or tape. Arranges film processing or processes film by employing standard darkroom techniques, and forwards negatives or video tape to physician. Checks calibration of equipment and arranges for equipment maintenance. May participate in reading session with physician, to contribute sonographic data and any other relevant observations, to assist with interpretation of diagnostic impressions.

GED: 5 SVP: 7 PA: M 4 7 EC: I DPT: 3 6 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 3 3 3 4 3 3 3 5 4	7 9	5 0 Y

3155-126 X-RAY TECHNICIAN (military)

Provides radiographic services as part of Canadian Forces medical team:

Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Interprets, documents and distributes X-ray requests and reports. Prepares patient and radiographic suite. Calculates length and intensity of exposure, and makes radiographic exposures of patient. Assists radiologist or other specialist during special procedures. Maintains constant safeguards against undue exposure of patients and other personnel. Maintains and performs minor repairs on radiological and processing equipment. Maintains daily register and schedules patients. Prepares and maintains records

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on patients. Processes films and prepares them for interpretation by medical officers.

GED: 4 SVP: 6 PA: M 4 7 ED: I 6 DPT: 3 6 1

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	3	3	3	3	4	4	4	4	5	4			7 9	0 Y

3156-112 CYTOGENETICS TECHNOLOGIST (medical)

Cultures and analyzes chromosomes of prenatal and postnatal cells, to detect disorders involving abnormalities of chromosome numbering and structuring, and provide diagnostic information:

Identifies human cell samples such as, blood specimens, amniotic fluid or skin fibroblast, by recording information in laboratory directory and marking sample container. Deposits cell sample in growth media, adds chemicals to stimulate cell division and places media in incubator for specified period, to culture cells. Harvests cells by removing sample from growth media, adds chemical fixative to preserve cells and drops solution onto glass slide to prepare cells for microscopic viewing. Stains cells on glass slide with dye, to provide contrast and facilitate sharp, clear microscopic viewing. Mounts slide in light microscope, adjusts controls and condensers to desired positions and views specimen. Analyzes specimen by counting number of chromosomes, examining banding patterns and by checking for abnormalities. Records findings on work sheets while at microscope to capture relevant data. Photographs specimens by operating camera fixed to microscope to provide permanent diagnostic record. Removes and develops film of specimen by employing standard darkroom techniques. Karyotypes chromosomes by locating and numbering pairs on photograph, or by cutting out chromosomes from prints and matching them to provide concrete, diagnostic evidence. Prepares reports on examinations conducted for review by requesting physician or pathologist.

GED: 5 SVP: 7 PA: L 4 7 EC: I DPT: 2 8 1

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
2	2	2	3	2	3	3	3	3	5	3			1 7 9	1 0 Y

3156-116 ELECTRON MICROSCOPY TECHNOLOGIST (medical; prof. & tech., n.e.c.)

Prepares tissue specimens for microscopic examination and operates electron microscope to magnify tissue representations and provide diagnostic information:

Places tissue specimen in vile containing liquid fixative to stabilize specimen. Records pertinent patient information to identify specimen. Immerses fixed specimen in specified solution to dehydrate specimen and washes tissue in chemical solutions to prepare tissue for embedding. Infiltrates tissue into plastic resin and embeds tissue into a moulded plastic capsule, by applying heat, to prepare tissue for cutting. Trims away excess plastic, using razor blade, and cuts ultra-thin sections of tissue, using glass or diamond cutting knives of microtome. Mounts and positions sections on glass slides, and stains tissue to add contrast to enhance examination. Moves slides to examination room and actuates controls at microscope console to activate electron source. Centres illumination apparatus, manipulates condensers and adjusts controls to balance flow of electrons and maximize capacity of microscope. Injects prepared section into column of microscope, views section and adjusts controls to create sharp, clear image. Screens and photographs specimen sections by depressing

exposure button to activate unit's camera mechanism. Removes and develops photographic film, by employing standard darkroom techniques, to produce clear photographic prints of the magnified specimen. Identifies all prints according to patient information and forwards photographs to pathologist for diagnostic examination. Performs routine maintenance on microscope equipment.

GED: 5 SVP: 7 PA: L 4 7 EC: I DPT: 2 8 1

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
2	2	2	3	2	3	3	3	3	5	3			1 7 9	0 Y 1

3156-123 IMMUNOLOGY TECHNOLOGIST (medical)

Performs immunological tests and procedures in a medical laboratory to assist physicians in diagnosing, treating and preventing diseases of the immune system:

Identifies samples of body fluids, serum, plasma and other blood components, by marking containers and making entries in laboratory directory. Reads medical requisition and accompanying forms to determine type of testing requested by physician. Tests samples by applying immunological techniques such as, radio-immuno assays, immuno diffusion and Elisa, to aid in the diagnosis and treatment of immunological diseases and provide data for organ transplantation cases, blood transfusions and other medical applications. Conducts tests by examining solutions, using spectrophotometer and light microscope, and employs gamma counters, centrifuges and other scientific instruments normally found in a biology laboratory. Uses known serums of known values, and compares and checks results against established norms to lessen probability of error or miscalculation occurring. Completes requisition form by recording ranges of normal values obtained through testing to provide physician with data to determine, or clarify diagnosis and formulate and prescribe treatment. Develops new methods and procedures for immunological study to retrieve information not available from established procedures.

GED: 5 SVP: 7 PA: L 4 7 EC: I DPT: 2 8 1

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
2	2	2	3	2	3	3	3	3	5	3			1 7 9	1 0 Y

3156-124 IMMUNOHEMATOLOGY TECHNOLOGIST (medical)

Types and cross matches blood samples and controls the collection, storage and administration of blood for transfusion purposes:

Selects and screens blood donors according to donor medical history, frequency of donations, body weight and other factors. Collects blood and tests blood donor units to ensure unit suitability and to group unit types. Prepares and stores donated units by following standard procedures to prevent physical and serological factors from deteriorating stored units. Types and matches blood for transfusions by conducting compatibility tests, detector tests and by screening blood cells to supply compatible blood, blood components and plasma to recipients. Tests donor and recipient samples by performing a variety of laboratory tests and procedures such as, temperature tests, indirect antiglobulin tests and phenotyping procedures, to screen, detect and identify antibodies found in blood specimens. Identifies blood group antigens, antibodies and reactions, using incubation, centrifugation and other laboratory techniques, and by employing chemicals,

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microscopes, automatic analyzers, electronic counters and other instruments to facilitate an accurate match of blood. Prepares reports on tests performed, summarizes procedures undertaken and labels specimens, to provide diagnostic information and accurate records. Recognizes, investigates and confirms adverse transfusion reactions by examining pre- and post-transfusion recipient blood samples and by examining donor units and recipient urine to avert or control negative reactions. Detects blood group incompatibility between mothers and infants in prenatal and postnatal examinations, to prevent or treat hemolytic disease of the newborn.

GED: 5 SVP: 7 PA: L 4 7 EC: 1 DPT: 2 8 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
2 2 2 3 2 3 3 3 5 3	1 7 9	1 0 Y

3156-132 MEDICAL-LABORATORY TECHNICIAN (military)

Performs a variety of laboratory procedures for use in diagnosing and treating disease:

Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Obtains, identifies, prepares, labels and disposes of specimens. Performs haematological tests, physical and biochemical analyses of body fluids, serological tests, and bacteriological, mycological, blood bank and histological procedures. Identifies parasites. Assists pathologists during autopsies. Inspects, calibrates and maintains laboratory equipment. Prepares reports and maintains records. Accounts for medical supplies and issues and controls stores.

GED: 4 SVP: 7 PA: L 4 7 EC: 1 7 DPT: 2 7 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 3 4 3 3 3 4 5 3	1 7 9	1 0 Y

3157-111 DENTAL THERAPIST (medical)

Provides dental health education, and preventive and treatment services in rural and remote communities, under the direction of an itinerant dentist:

Adheres to written treatment plans outlining specific work procedures to be completed, as prepared by **3113-134 DENTIST** (medical). Reads and interprets standard procedure manuals to administer dental care program and provide patient services. Teaches dental health education to adults and children to promote preventive dentistry. Performs duties of **3157-110 DENTAL HYGIENIST** (medical) to provide preventive dental services. Gives local anaesthetics and prepares and fills teeth. Performs routine extractions. Charts dental conditions and maintains complete dental health records for each patient. Keeps instruments and equipment clean and functional. Orders supplies. May provide itinerant dental services to other outlying communities using specially designed, portable equipment.

GED: 4 SVP: 6 PA: L 4 5 6 7 EC: 1 DPT: 3 2 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 3 3 3 3 3 3 5 3	4 6	5 Y 3

3157-112 DENTAL THERAPIST (military)

Provides treatment for patients as prescribed by dental officer of Canadian Forces:

Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Undertakes radiographic examinations. Scales and polishes teeth and assists Dental Officer to fill teeth. Identifies periodontal diseases in patients, and prepares and applies periodontal packs as prescribed. Provides post-operative care to patients following dental surgery. Makes impressions and casts of dental arches. Provides first aid in dental emergencies. Conducts dental health program of lectures and demonstrations. Maintains equipment and instruments. Prepares and tabulates data and statistics and records services performed.

GED: 4 SVP: 6 PA: L 4 5 6 7 EC: 1 DPT: 3 2 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 3 3 3 4 3 3 4 5 4	1 9	0 Y

3157-113 CERTIFIED DENTAL ASSISTANT (medical)

Assists dentist in treatment of patients and performs intra-oral technical procedures under dentist's direction:

Performs duties of **3157-114 DENTAL ASSISTANT** (medical). Performs inter-oral procedures as permitted by training and provincial legislation. May perform other duties including technical procedures associated with placement and care of orthodontic appliances.

GED: 3 SVP: 5 PA: L 4 5 6 7 EC: 1 DPT: 6 6 4

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 3 4 3 4 3 3 5 4	1 3	5 3 Y

3157-118 DENTAL-CLINICAL ASSISTANT (military)

Performs chairside and related duties in support of Dental Officers of Canadian Forces:

Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Prepares patient for dental treatment. Arranges instruments, materials and medications, and hands them to dental officer. Cleans oral operative area, using suction devices, water sprays, cotton rolls and holders, and by retraction of patient's cheek and tongue. Prepares filling materials, using scales, mechanical amalgamator and hand tools. Assists in dental radiographic procedures. Performs dental laboratory procedures required at the clinic level. Renders first aid in dental clinic emergencies. Carries out or assists in carrying out dental health programs. Controls issue of dental supplies in dental clinic. Adjusts and lubricates dental laboratory equipment. Sterilizes instruments. Maintains dental charts and records of patients.

GED: 3 SVP: 5 PA: L 4 5 7 EC: 1 DPT: 6 6 4

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 3 4 3 4 3 3 4 5 4	1 3	5 3 Y

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3157-139 DENTAL-TECHNICIAN APPRENTICE (scient. & ind. equip., n.e.c.)

Performs duties of **3157-138 DENTAL TECHNICIAN, GENERAL** (scient. & ind. equip., n.e.c.) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

3157-144 DENTAL-LABORATORY TECHNICIAN (military)

Makes and repairs dentures and other dental devices prescribed by dental officers for use of members of Canadian Forces:
Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Fabricates full and partial dentures, using wax and plaster models, dental surveyors, tooth colour scales, articulators and electric grinders and polishers. Shapes metal, vulcanite or plastic plates for dentures, and mounts porcelain or plastic teeth in plates. Grinds and buffs dentures. Makes casts and dies, and casts crowns in inlays. Rebases and repairs removable dental appliances. Constructs intra-oral splints and other surgical aids. Cleans, maintains and performs minor repairs on laboratory equipment.

GED: 4 SVP: 7 PA: L 4 7 EC: I DPT: 2 8 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 3 <u>2</u> 3 4 <u>3</u> <u>3</u> <u>3</u> 5 <u>3</u>	9 0 1	0 Y

3159-168 HYGIENE TECHNICIAN (military)

Inspects, investigates and reports on environmental, occupational and industrial health matters in Canadian Forces Bases and ships:
Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Inspects, investigates and advises on bacteriological and sanitary standards of production, processing, preparation, handling, storage, packaging and transportation of food, milk and milk products. Conducts epidemiological investigations and performs control or preventative measures. Compiles statistics and records associated with control and prevention of communicable disease. Investigates, identifies and assesses interior pest problems, carries out disinfection and control procedures. Evaluates and interprets results of biological, bacteriological and chemical analyses. Writes reports on findings and recommendations. Prepares and maintains files, records, registers and statistics. Inspects, maintains and calibrates sampling and testing equipment. Operates equipment connected with preventive medicine related to pest control, environmental hygiene and occupational health.

GED: 4 SVP: 7 PA: L 4 5 7 EC: I DPT: 2 6 7

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 <u>3</u> <u>3</u> 4 <u>3</u> 4 4 4 4 5 4	7 9	0 Y 9

3313-184 OFFICE-SPACE PLANNER (bus. serv.)

Plans efficient utilization of space and facilities for government or business establishment:
Confers with client to determine working relationship of staff,

furniture, equipment, and activity space requirements. Inspects building or office areas to consider suitability for occupancy and to consider lighting, air circulation and other factors. Measures area and computes total space available. Draws plan to show placement of movable walls, furniture and locations of equipment, electrical and telephone outlets and other facilities. Submits plan to client for approval. Directs workers engaged in moving furniture and equipment and in preparing facilities, if required.

GED: 4 SVP: 7 PA: L 4 5 6 7 EC: I DPT: 1 6 8

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 3 <u>2</u> <u>3</u> 4 <u>3</u> 3 4 5 5	7 1	0 Y

3314-112 STORY BOARD ARTIST (broadcast., motion pic. & stage)

Transforms script into visual subject matter to prepare story board for production of film:
Reads script to develop understanding of story line. Discusses script, purpose of film and other pertinent factors with **3330-150 DIRECTOR, MOTION PICTURE** (broadcast., motion pic. & stage) to ensure uniform interpretation of script and to achieve desired mood, treatment and style for production. Divides script into blocks according to number of locations present in script. Lays out scenes and sketches backgrounds and other key elements according to interpretation of script and purpose of production. Creates and develops character sketches. Develops visual story line and structure for production. Transforms words and actions into visual interpretations. Draws story action on story board page panels. Completes portion of script and reviews work with film director to ensure visual subject matter meets production requirements.

GED: 5 SVP: 7 PA: S 4 7 EC: I DPT: 0 6 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>2</u> <u>3</u> 3 <u>2</u> <u>2</u> 3 <u>2</u> <u>2</u> <u>3</u> 5 2	6 8	9 X 0

3314-135 VIDEOTEX PAGE DESIGNER (prof. & tech., n.e.c.)

Creates written text and graphic displays by computer to produce videotex pages for viewing on video screens:
Determines nature of information to be presented on videotex by studying proposals, sketches or models from client. Discusses content with client and suggests formats for presentation of data. Prepares block diagrams or sketches of prospective videotex pages with notes describing text and graphics to be used. Estimates costs for completion of text and development of graphics. Obtains confirmation from client of suitability and agreement on costs for material to be presented. Prepares draft layout for each page by writing out text and sketching intended graphics using creative design skills. Inputs text and graphics for each page into computer by using keyboard and electronic pen and tablet to instruct computer how to organize and present information to provide colour, shading, designs, lettering, animation and other manipulations of basic input data. Connects appropriate hard copy reproducer to computer and converts computerized videotex pages into

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coloured photographic prints or slides, or to video-tape in cassette for client's approval.

GED: 4 SVP: 7 PA: S 4 5 6 7 EC: I DPT: 0 6 1

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
<u>3</u>	<u>3</u>	<u>3</u>	<u>2</u>	<u>2</u>	<u>4</u>	<u>2</u>	<u>3</u>	<u>3</u>	<u>5</u>	<u>3</u>			8 6 2	5 X 9

3315-116 FORENSIC PHOTOGRAPHER (gov. serv.)

Photographs exhibits during various stages of examination to provide a permanent record of evidence for use in court:

Performs duties similar to those of **3315-114 SCIENTIFIC PHOTOGRAPHER** (prof. & tech., n.e.c.). Photographs evidence at scene of crime or in forensic laboratory, using a variety of photographic equipment and techniques. Carries out ultraviolet, infrared and infrared luminescence examinations on documents, clothing and other materials to recover information. Provides other forensic laboratory specialists with photographic services to assist with the examination and analysis of exhibits. Develops visual aids and charts for lectures and the presentation of evidence. Mixes photographic chemicals and processes film, manually or operates automatic processing machines to make negatives and prints.

GED: 4 SVP: 7 PA: L 4 5 6 7 EC: I DPT: 0 6 2

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
<u>2</u>	<u>3</u>	<u>3</u>	<u>2</u>	<u>2</u>	<u>4</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>4</u>	<u>2</u>			9 8 0	X 9

3315-120 PHOTOGRAPHIC TECHNICIAN (military)

Provides photographic services to all elements of Canadian Forces: Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Sets up and operates cameras to photograph special events and to take portraits. Sets up and operates cameras used in motion-picture productions. Sets up and operates high-speed cameras, instrumentation, radar and video-tape recorders. Processes film and prints photographs. Services photographic equipment installed on aircraft, such as optical sensors and airborne reconnaissance and cartographic equipment. Inspects, cleans and adjusts photographic, audio-visual and ancillary equipment. Compiles technical and operational reports and returns, and maintains photographic records and technical orders. Installs prototype modifications to photographic equipment. Designs, constructs and installs optical recording systems in seaborne, airborne and ground vehicles.

GED: 4 SVP: 7 PA: L 4 5 6 7 EC: B DPT: 0 6 2

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
<u>3</u>	<u>3</u>	<u>3</u>	<u>2</u>	<u>2</u>	<u>4</u>	<u>3</u>	<u>3</u>	<u>4</u>	<u>4</u>	<u>3</u>			9 1	9 0 Y

3319-115 SIGN-PAINTER APPRENTICE (bus. serv.)

Performs duties of **3319-114 SIGN PAINTER** (bus. serv.) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

3332-136 MUSICIAN (military)

Plays one or more musical instruments as member of Canadian Forces' marching band, concert band, dance band or other musical ensemble: Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Plays instrument in stationary position or while marching in parade. Reads and interprets musical notations. Studies and rehearses score prior to performance. Performs as featured soloist. Plays musical instrument in military band to provide music for military, government and civilian functions. Cleans, polishes and adjusts musical instruments and accessories.

GED: 4 SVP: 7 PA: L 4 5 6 7 EC: B 5 DPT: 1 4 1

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	3	4	4	4	3	<u>2</u>	<u>2</u>	3	4	5			8 6	9 X

3337-116 BROADCAST JOURNALIST (broadcast., motion pic. & stage)

Prepares and reports news for radio or television broadcast: Performs duties similar to those of **3337-114 ANNOUNCER** (broadcast., motion pic. & stage) and **3351-174 REPORTER** (print. & pub.), to prepare and present news stories on a range of subjects. Identifies and gathers newsworthy information from a variety of sources, such as, in-person and telephone interviews, data banks, clipping services, libraries and archives, meetings and news conferences. Checks sources to verify information and develops reliable news sources for reference purposes. Evaluates news information to determine relative significance to other news information and audience interest. Selects and prioritizes news items according to news-worthiness, public interest, time available and program format. Writes and rewrites copy to ensure news is clear, concise and accurate. Reads news aloud during live or taped broadcast. Establishes and maintains audience attention and conveys mood and meaning using articulation, phrasing, timing and other techniques. Improvises and ad libs as required. Coordinates words, sounds and pictures to produce news information broadcast. May operate recording equipment, such as, audio tape recorders, video and still cameras and tape editing equipment, to gather news material.

GED: 5 SVP: 7 PA: S 5 6 7 EC: B DPT: 1 4 8

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
<u>2</u>	<u>2</u>	3	4	4	3	4	4	4	5	4			5 6	1 9 5

3337-134 DISC PLAYER (amuse. & rec.)

Plays recorded music at social events or in club or discotheque: Drives car to transport equipment and recordings to weddings or other social event. Sets up sound-reproduction equipment. Selects and plays tapes or records suitable to audience and occasion. Announces dances and music selections over microphone. Tapes music from records, if required. Services equipment and makes minor repairs.

GED: 3 SVP: 3 PA: L 4 5 6 EC: I 5 DPT: 6 6 4

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
4	<u>4</u>	4	4	5	4	4	4	4	5	5			6 9	5 9 1

NEW CCDO OCCUPATIONAL DESCRIPTIONS

3339-124 STAGE PRODUCTION TECHNICIAN (broadcast., motion pic. & stage)

Provides a variety of stage production services to community and regional theatres, in mainstage and dinner theatres, and for touring summer stock productions:

Reads script and attends production meetings, and technical and dress rehearsals to ascertain production requirements. Prepares rough sketches of sets, lighting, sound and special effects configurations, props and other production elements. Builds and paints wood, cardboard, plastic, metal, fibreglass and other props and set pieces, using shop machinery and hand and power tools. Rigs and controls moving or functioning parts of sets. Assists in dismantling and reassembling (striking and mounting) theatrical sets. Places properties on stage and clears stage at conclusion of each scene. Cleans and makes minor repairs to props using hand tools. Packs, unpacks and arranges for transportation of production equipment and material. Assists with the selection, fabrication and fitting of costumes and accessories, according to style and period for characters being portrayed. Prepares sound equipment and sets up location with sound system. Operates sound console to blend and mix sounds required for production. Prepares, sets up, installs, maintains and operates lighting fixtures, manual and computerized lighting control boards, and other related electrical equipment to meet production requirements. Assembles and activates devices to produce special effects, such as, snow, rain, and fog. Cues lighting, sound and special effects to script. May specialize and serve apprenticeship in technical production support speciality.

GED: 4 SVP: 6 PA: M 2 4 5 6 7 EC: I DPT: 3 6 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 3 <u>3</u> <u>3</u> 4 <u>3</u> <u>3</u> <u>3</u> 4 <u>3</u>	1 6 9	1 9 Y

3353-128 PROGRAM RESEARCHER (broadcast., motion pic. & stage)

Researches topics for radio or television programs:

Discusses program concepts with production staff. Searches for program related information in broadcasting establishment files, newspapers, libraries and elsewhere. Interviews selected persons to obtain additional information about program topic. Visits story location to determine visual suitability for filming or to take photographs, if required. Discusses gathered information with producer to decide on story line or program focus. Schedules taping of interviews, and filming of events and story locations. Selects guests for program, if required. Briefs program host and other staff on topic of program. Assists staff with technical production of program, if required.

GED: 5 SVP: 7 PA: S 5 6 EC: B DPT: 3 6 8

APT.	INT.	TEMP.
G V N S P Q K F M E C		
2 <u>2</u> 4 4 4 4 4 4 4 5 4	6 8	X 9 5

3355-116 SIGN LANGUAGE INTERPRETER (prof. & tech., n.e.c.)

Facilitates communication between hearing impaired and hearing individuals:

Obtains information concerning time, location and nature of assignment to become familiar with subject matter and special terminology

requirements. Arranges physical environment at assigned location to ensure furniture placement, lighting and other facilities are conducive to good communication. Meets participants to explain role and provides tips to facilitate effective communication. Assesses signing style of hearing impaired individual to accommodate language preferences. Listens to or watches the source language (spoken or signed), processes the content, meaning, context and affect, and reproduces the message in the target language (spoken or signed). Interprets messages simultaneously or consecutively. Uses specific hand shapes, movements, location and direction, and grammatical facial expressions to transmit messages to hearing impaired individuals. Questions participants, assesses body language and checks other nuances to ensure understanding is achieved. Adheres to established code of ethics for sign language interpreters, concerning confidentiality and impartiality. Shares platform with other interpreter(s) and alternates interpreting role during meetings, conferences and other platform gatherings. May interpret in court, for television, in education, during arts performances and at other functions. May teach signing.

GED: 4 SVP: 7 PA: S 4 5 6 7 EC: I DPT: 2 6 8

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>2</u> <u>2</u> 4 4 4 <u>3</u> 4 3 4 5 5	6 2	5 9 0

3715-144 SNOWMAKER (amuse. & rec.)

Tends snow-making equipment at ski resort to produce and spread artificial snow along ski slopes and trails:

Discusses seasonal schedules with supervisor to determine artificial snow-making requirements. Attaches hoses from snow-making equipment to nozzles of above ground outlets to access underground compressed air and water pipelines, using hand tools. Signals co-worker, using radio or hand signals, to start air compressor and water pump. Turns outlet valves to adjust compressed air and water mixture and obtain desired snow spray. Adjusts nozzle angle and repositions equipment periodically to direct snowfall to other sections of slope or trail. Signals co-worker to stop air compressor and water pump, and closes outlet valve once snow coverage meets requirements. Disassembles, cleans and repairs frozen or defective portions of pipelines, as required. May stockpile artificial snow and operate crawler tractor fitted with snow-plough blade to spread snow along slope. May operate ski-lift equipment. May perform duties of **7195-126 GROUNDS KEEPER** (agric.) on seasonal basis.

GED: 2 SVP: 3 PA: M 4 EC: O DPT: 6 6 5

APT.	INT.	TEMP.
G V N S P Q K F M E C		
4 4 4 4 4 4 <u>4</u> <u>4</u> 4 5	1 3 9	2 3

3719-112 WHITEWATER-RAFTING GUIDE (amuse. & rec.)

Leads groups of clients on rafting trips through known scenic stretches of river or whitewater rapids:

Inspects inflatable rubber raft, prepares equipment and checks supplies in preparation for departure. Greets clients and provides instructions about rafting, safety and emergency procedures, paddling techniques, commands in use, route and duration of run. Helps clients into life jackets, stores gear and arranges seating on raft. Launches raft into river with assistance of client-passengers and directs paddling or steers with motor to follow specified route. Visually assesses river

NEW CCDO OCCUPATIONAL DESCRIPTIONS

currents, water levels and conditions during descent to follow safe but challenging paths for enjoyment of passengers, and provides instructions and commentary during trip. Manoeuvres raft through turns and rapids to avoid rocks and other hazards to ensure successful run. Takes emergency recovery action to alleviate situation in event of mishap or accident on river. Steers raft to predetermined site for lunch or overnight stop. Cooks and serves meals to clients and ensures site is left clean on departure. Lands raft on completion of trip and, with assistance of passengers, unloads and carries raft and loose equipment to trailer for transport to base camp. Unloads trailer at camp, inspects raft and equipment for damage and cleans and stores gear for future use. Prepares report describing run, unusual occurrences, accidents or damage to equipment.

GED: 4 SVP: 5 PA: H 2 3 4 5 6 7 EC: O 4 6 DPT: 1 2 3

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	3	4	3	3	5	3	4	3	2	5			2 1 4	4 5 9 8

3719-116 HOT AIR BALLOONIST (amuse. & rec.)

Pilots hot air balloon to provide balloon rides and aerial advertising: Drives or directs vehicle transporting equipment to launching field. Directs ground crew during unloading and rigging of deflated balloon and oversees inflation. Tests burners, radio and instruments prior to flight. Assists passenger(s) into basket and takes on maps, cameras and other gear. Signals ground crew to untether basket and release ropes. Opens gas burners to propel balloon in vertical direction. Steers craft by lifting or descending balloon, using gas burners and hot air release vent, to locate and take advantage of varying wind directions and speeds at different altitudes. Reads maps, compass and altimeter and identifies landmarks to determine position and course. Provides commentary to passenger(s) and answers questions. Radios ground crew to provide location information, lands craft and deflates balloon. Directs ground crew during recovery and derigging. Repairs and services equipment. May provide ground school and flight instruction in free balloon flying. May sell ballooning equipment and accessories.

GED: 4 SVP: 5 PA: M 4 5 EC: O 6 DPT: 2 6 3

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	3	4	3	3	4	3	3	3	4	4			2 1 9	4 7 Y 0 8

3719-117 SKI HOST/HOSTESS (amuse. & rec.)

Leads groups on skiing tour of ski resort facilities: Attends briefing session to obtain information concerning weather, snow and skiing conditions, run closures and other related information. Meets guests at advertised location and welcomes them to resort. Describes tour itinerary and ensures that guests are appropriately equipped to join tour. Leads group onto ski hill to commence tour. Monitors individual progress to keep group together and ensures guest enjoyment and safety. Orientates group to resort during tour to show guests ski slopes best suited to their levels of skiing expertise. Provides commentary on historical, geographical and natural aspects of the location and answers questions. Advises guests concerning weather forecasts, and snow and skiing conditions. Promotes local tourist

attractions and dining, shopping and entertainment facilities. Arranges special events and activities to entertain guests. Prepares and distributes brochures, news-letters and other advertising materials to promote resort.

GED: 4 SVP: 4 PA: M 2 3 4 5 6 7 EC: O DPT: 3 6 4

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	3	4	3	4	4	3	4	3	1	5			2 6	5 7 9

4111-111 EXECUTIVE SECRETARY (clerical)

Performs secretarial and administrative duties for office executive: Performs duties similar to those of **4111-110 SECRETARY** (clerical) utilizing secretarial experience and knowledge of office administration and public relations. Arranges conferences and other meetings and researches and compiles information for employer. Acts on routine matters affecting day to day operations of organization, in employer's absence. May perform other duties including supervising office workers.

GED: 4 SVP: 7 PA: S 4 5 6 EC: I DPT: 3 6 4

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	3	4	3	4	3	2	3	3	3	5	5		2 6	1 5 9

4111-112 LEGAL SECRETARY (clerical)

Performs secretarial duties in law offices, land titles offices and in legal departments of government, real estate and other business establishments: Performs duties similar to those of **4111-110 SECRETARY** (clerical) utilizing knowledge of legal terminology, procedures and records. Transcribes and types deeds, affidavits, wills, briefs and other legal documents. Prepares petitions, subpoenas, contracts, deeds and mortgages and other legal documents. May perform other duties including maintaining financial records and supervising office workers.

GED: 4 SVP: 6 PA: S 4 5 6 EC: I DPT: 3 6 4

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	3	3	4	3	2	3	3	3	5	5			2 6	1 5 9

4111-113 MEDICAL SECRETARY (clerical)

Performs secretarial duties in hospitals, clinics, government agencies and in physician's office: Performs duties similar to those of **4111-110 SECRETARY** (clerical) utilizing knowledge of medical terminology and hospital and laboratory procedures. Transcribes case histories, medical reports and related correspondence. Completes medical insurance claim forms for professional and technical fees. May perform other duties including maintaining financial records, preparing patients for examination or

NEW CCDO OCCUPATIONAL DESCRIPTIONS

treatment, sterilizing instruments, ordering supplies and tidying examining room.

GED: 4 SVP: 6 PA: S 4 5 6 EC: I DPT: 3 6 4

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 <u>3</u> 3 4 3 <u>2</u> 3 3 3 5 5	2 6	1 5 9

4111-115 TECHNICAL SECRETARY (clerical)

Performs secretarial duties in engineering, research or scientific establishments or offices:

Performs duties similar to those of **4111-110 SECRETARY** (clerical) utilizing knowledge of engineering, research or scientific terminology, procedures and records.

GED: 4 SVP: 6 PA: S 4 5 6 EC: I DPT: 3 6 4

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 <u>3</u> 3 4 3 <u>2</u> 3 3 3 5 5	2 6	1 5 9

4113-112 TELETYPE OPERATOR (military)

Operates teletype and telex machines to send and receive messages, working as member of Canadian Forces:

Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Operates sending, receiving, tape punching and tape-relay equipment. Prepares, sends, receives and relays teletypewriter messages. Operates special coding equipment. Types and prepares chronological records of events for statistical purposes. Operates manual and automatic telephone switchboards. Inspects and tests teletype and telephone equipment. Drives military communication vehicles.

GED: 3 SVP: 4 PA: S 4 5 6 7 EC: I 5 DPT: 5 6 4

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 <u>3</u> 4 4 4 <u>3</u> <u>3</u> <u>3</u> 3 5 5	3	2 3 Y

4113-123 WORD PROCESSOR OPERATOR (clerical)

Operates video-console typewriter to record and amend data on memory tapes, disks or other recording devices:

Reviews data received to ascertain format or changes in data to be made. Places blank or subject tape or disk in memory unit. Pushes keyboard control to display data being typed, or previously typed data. Types data or amendments to data using video-display typewriter. Proofreads displayed data. Operates video console typewriter to make changes on tape or disk. Selects and inserts single-sheet or continuous-feed paper in carriage of typewriter-printer. Activates typewriter-printer to automatically type copy of records data. Types additional

data required onto copy using typewriter-printer. Labels and stores tapes or disks.

GED: 3 SVP: 4 PA: S 4 7 EC: I DPT: 5 8 4

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 4 4 <u>4</u> <u>3</u> <u>3</u> <u>3</u> 5 5	1 3	2 3 Y

4131-116 FINANCE CLERK (military)

Provides financial accounting and auditing services for Canadian Forces:

Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Computes and maintains individual pay accounts. Computes deductions for income tax, insurance and superannuation, and calculates pay due. Assists individuals to prepare travel claims, advises on financial entitlements, and verifies accuracy of claims. Obtains, retains, and disburses cash, prepares and issues cheques, and prepares cash accountability reports and returns. Processes invoices for payment. Checks invoices for accuracy, and verifies computations, maintains records for audit. Examines ledgers and other records to verify accuracy of financial statements and to account for funds used in military messes, clubs and retail outlets. Operates office equipment such as typewriters, adding machines, calculators and photocopiers. Distributes mail and documents, amends publications, maintains files, and performs related duties.

GED: 4 SVP: 6 PA: S 4 7 EC: I DPT: 4 6 4

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 <u>2</u> 4 4 <u>3</u> 4 <u>3</u> 4 5 5	1 3	3 Y

4131-136 NIGHT AUDITOR (cater. & lodg.; clerical)

Audits hotel's accounts and accommodates guests at night:

Performs duties of **4194-110 HOTEL CLERK** (cater. & lodg.), but specializes in verifying and balancing hotel charges and financial transactions reported by various hotel departments during the day. Compiles and checks daily record sheets, guest accounts, receipts and vouchers, using computerized or manual system. Reports discrepancies, as required, and makes adjustments. Scans and sorts data to prepare reports for management on various aspects of operation; such as, profitability and daily revenue reports and guest profiles. May audit specified accounts and relinquish public contact in large establishments.

GED: 3 SVP: 5 PA: S 4 5 6 7 EC: I DPT: 3 6 4

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 <u>3</u> 4 3 <u>2</u> <u>3</u> <u>3</u> 4 5 5	1 3	3 Y

4133-128 CASHIER, ELECTRONIC CASH REGISTER (ret. trade)

Receives payment from customers for goods in grocereria or similar establishment, and records transactions on electronic cash register:

Inserts key in register and presses operator number and code to activate register. Puts cash tray and money in place. Depresses foot pedal or presses button to start conveyor belt that moves customers'

NEW CCDO OCCUPATIONAL DESCRIPTIONS

purchases beside cash register. Presses keys to enter price marked on item, to request price of unmarked item, and to void incorrect entry. Places produce on scale attachment of cash register and presses keys to request weight and price of produce. Presses keys to view total, to add tax, to make deductions for bottles and coupons, and to make tax exemptions. Informs customer of payment due, records payment, and makes change as indicated by register. Gives receipt to customer. Packs purchases in bag or box. Returns money and cash tray to office, and locks cash register.

GED: 3 SVP: 3 PA: M 3 4 5 EC: I DPT: 4 6 4

APT.	INT.	TEMP.
G V N S P Q K F M E C		
4 4 3 4 4 3 3 3 4 5 4	2 3 1	2 5 Y

4133-138 CASHIER, SELF-SERVE GAS BAR (motor vehicle; ret. trade)

Receives and records payment for sale of gasoline and other automotive supplies, and monitors operation of gasoline pumps at self-serve gas bar:

Positions fire-extinguishers and other equipment and supplies near gasoline pumps. Reads level measure of each gasoline storage tank, and telephones readings to supervisor. Pushes switch to activate console which records and displays amount and cost of gasoline sold. Presses appropriate button on console to activate pump selected by customer. Advises customer over intercom system of self-serve procedure and safety regulations. Reads sales amount registered on console, receives cash payment or credit card from customer, and gives change and receipt. Turns switch to allow pumps to be operated manually in event of console malfunction. Sells oil and other automotive supplies. Cleans service area, office, washroom and storage room, and replenishes supplies. Telephones supervisor to report malfunctioning equipment and to order supplies. Records meter readings of pumps, and locks pumps at closing time. Records meter readings of pumps, and locks pumps at closing time. Records daily sales, and balances cash.

GED: 2 SVP: 2 PA: L 4 EC: I DPT: 4 7 7

APT.	INT.	TEMP.
G V N S P Q K F M E C		
4 4 4 4 4 4 4 3 4 5 4	2 3 1	2 3

4133-142 TOLL COLLECTOR (gov. serv.)

Collects fee at toll bridges, highways or tunnels:

Monitors automatic toll collection machines and motor vehicles passing through toll lanes. Reports motorists depositing insufficient or no fee in machine's receptacle. Weighs trucks or identifies type of truck and checks record sheet to determine toll. Receives cash, makes change and issues receipts. Records readings of toll registers, prepares statements and balances cash.

GED: 2 SVP: 2 PA: L 7 EC: I DPT: 5 6 7

APT.	INT. ⁴	TEMP.
G V N S P Q K F M E C		
4 4 4 4 4 4 4 4 5 5	2 3 1	2 3

4139-172 TAX-RETURN PREPARER (bus. serv.)

Prepares individual income tax returns for a fee:

Records client's name, address, marital status, number of dependants, date of birth, and other personal information on income tax return. Examines client's records and statements of earnings, gains, losses, expenses, and other data. Calculates total income, allowable exemptions and deductions, taxable income, and balance of tax owed or refundable. Records information on tax return, signs return, and obtains client's signature on return. Collects fee for service based on complexity of tax return.

GED: 3 SVP: 3 PA: S 5 6 EC: I DPT: 4 6 8

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 3 4 4 3 4 4 4 5 5	2 1 3	0 Y

4141-120 MICROFILMER (bus. serv.; gov. serv.)

Operates microfilm camera to photograph documents:

Loads film into camera. Adjusts aperture, exposure, focus, feed guides, and indexer controls according to colour, size, and number of documents to be microfilmed. Places documents in camera feeder, and presses switch to start camera. Observes indicators and feed mechanism to detect malfunctions during filming. Removes documents and exposed film from camera. Packages film to be sent for processing, and bundles documents. Fits developed film into plastic cartridges, and views film to ensure legibility. Records number and type of documents microfilmed. Cleans mirrors, lenses and guides of camera. Assists in developing, editing, splicing, mounting and labelling film, if required.

GED: 3 SVP: 5 PA: L 4 7 EC: I DPT: 6 8 4

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 4 4 3 3 4 4 3 4 5 3	3 1 9	2 Y

4143-112 COMPUTERIZED-INFORMATION PROCESSOR (clerical)

Operates small computer using established software programs for providing business services such as; payroll and accounting functions, recording sales and purchases, establishing stock levels for inventory control, producing financial analyses or fulfilling other functions within organization:

Assigns codes to documents for source data such as, accounts payable and receivable, payroll hours, wage rates, purchase orders, sales and changes to inventories before making entries into computer. Selects appropriate programs and data entry sequences and inserts disk(s) in drive unit of computer. Presses appropriate control and function keys to start computer. Operates terminal keyboard and numeric keypad to input data. Matches separate items of data such as; name of part to appropriate part number, or tax and customs duty exemptions, as required for each entry. Labels, indexes and files computer disks and maintains cross-reference system for disk library. Retrieves data from computer by identifying information sought and deciding where it is located in data files or applicable query language or technique for correlation of queried information, and following appropriate sequences of computer operations. Maintains data dictionary by such means as; identifying and categorizing entities, describing attributes, specifying locations in data files and defining computer applications. May design forms using computer monitor by determining linkages

NEW CCDO OCCUPATIONAL DESCRIPTIONS

between sets of information such as, name, date, hours and tasks, arranging information on form, and instructing computer how to identify each item to codes within computer program. May provide word processing services within organizations.

GED: 4 SVP: 6 PA: S 4 7 EC: I DPT: 2 8 4

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	3	4	4	4	3	3	3	4	5	5			9 1	1 Y

4143-140 DATA ENTRY CLERK (clerical)

Inputs information into main frame computer or onto diskettes, disks or tapes for storage, using keyboard linked to video display terminal: Loads data entry machines, such as, key to disk and key to tape, or terminal machines with data entry recording media. Assembles hard copy source material in prescribed manner, according to format and nature of job to be entered. Keys-in entry commands, operator number, batch codes and other identification information at keyboard. Types at keyboard to operate data entry machine and transcribe source material into main frame computer or onto disks, tapes or other recording media. Verifies accuracy and completeness of own or other recorded data, using keyboard and video display terminal. Depresses correction button and keys-in information to edit and correct entries. Returns transcribed material to data control centre. Adheres to established privacy, confidentiality and security standards. Cleans keyboard and video screen and reports equipment malfunctions. May operate keyboard to transmit data.

GED: 3 SVP: 3 PA: S 4 7 EC: I DPT: 5 8 4

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
4	4	4	4	4	4	3	3	3	3	5	5		1 3 9	2 3 Y

4151-124 TRAFFIC CLERK, BROADCASTING (broadcast., motion pic. & stage)

Compiles advertising schedules for radio or television broadcasts: Receives requests from sponsors for broadcast of advertisements, schedules times, and offers alternate times when scheduling conflicts occur. Records name of sponsor, number and times of advertisements requested, and other information. Compiles and types daily program logs containing times of advertisements, names of sponsors, and code numbers of taped advertisements. Proofreads program log to detect conflicts and to ensure compliance with broadcasting regulations. Types or arranges for typing of final copy of program log, and submits copies to departments involved. Types or arranges for typing of cue sheets for commercial cut-ins for each program, and submits to control operator or announcer. Prepares reports of advertisements cancelled or disrupted due to technical problems. Notifies sponsors of alternate times for broadcast of cancelled or disrupted advertisements.

GED: 4 SVP: 5 PA: S 4 EC: I DPT: 3 6 4

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	3	4	4	4	3	4	4	4	5	5			2 1	0

4155-111 STOREKEEPER, DRILLING RIG (oil & nat. gas)

Orders, receives, stores and distributes materials to users on board drilling platform or vessel at sea and records transactions: Prepares and processes requisitions and purchase orders for supplies of parts and materials required to support rig and drilling operations. Receives and examines incoming supplies and checks invoices to verify quantities delivered and conformance of material to specifications before storing or distributing articles to users. Records transactions such as, requisitions, invoices, delivery slips and material issue forms onto stock cards of inventory control system, and files supporting documents. Prepares authorizations, packing lists and cargo manifests to return items to shore base. Maintains stock location system for material in on-board warehouse and protects stock from physical deterioration. Advises users of status of outstanding materials. Obtains parts descriptions, discusses requirements and predicts usage of parts and materials. Prepares and submits periodic reports of transactions and value of inventory. May monitor crew training and shift schedules. May act as lifeboat team leader.

GED: 3 SVP: 6 PA: L 4 5 7 EC: B 6 DPT: 3 6 7

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	4	4	4	4	3	4	4	4	5	5			1 3	2 0

4155-112 SUPPLY TECHNICIAN (military)

Determines stores and supply requirements, within entitlements, for units of Canadian Forces, and performs related material-handling duties: Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Prepares and processes documents to obtain, store, issue and move supplies. Receives, packs, preserves, warehouses, issues and ships materials and supplies including radioactive, flammable and explosive stores. Operates material-handling equipment such as fork lifts and conveyor systems. Prepares and maintains stock-control documents to identify location of equipment and spare parts. Operates key-board of computerized supply system to input requirements. Reads and interprets computer printouts. Issues and maintains accounting records on consumable stores such as food, petroleum products, ammunition and medical and dental supplies. Issues military clothing and personal equipment. Counts and records stock. Monitors shelf-life of items, and disposes of items when expiration date has passed. Supervises ship's laundry and bath operations while on sea duty. Operates office equipment such as calculators, typewriters, reproduction machines and adding machines.

GED: 3 SVP: 6 PA: M 4 5 7 EC: I 6 DPT: 3 6 7

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	3	3	4	4	3	3	3	3	5	4			1 3 9	2 0

4155-113 AUTOMATED STORAGE AND RETRIEVAL SYSTEM OPERATOR (clerical)

Operates automated, high-rise storage system from computer terminal keyboard, to store and retrieve materials, parts or supplies: Enters password code at computer terminal keyboard to activate system. Reviews order sheet to determine materials required. Types in part numbers, codes and required quantities to process order and generate destination and location instructions to robots. Observes

NEW CCDO OCCUPATIONAL DESCRIPTIONS

television screen to monitor delivery of pallets or containers to conveyor by robots. Compares printout tag on pallet or container with order sheet item as it passes terminal, to control the flow of material. Checks availability of supplies using computer and video screen to determine quantities on hand, status of outstanding orders and anticipated delivery dates. Notifies supervisor of shortages or other irregularities to facilitate remedial action. Enters information taken from tag attached to incoming pallet or container as it passes terminal via conveyor, to update electronic stock control records. Re-routes suspect pallets or containers that do not meet visual or weight inspections to quarantine inspection area, using computer command codes. Types in storage commands to provide robots with storage destination instructions.

GED: 4 SVP: 5 PA: L 4 7 EC: I 6 DPT: 3 6 4

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 3 3 3 3 4 4 5 4	1 3	2 0

4155-184 STORAGE FACILITY RENTAL CLERK (clerical)

Leases storage space to customers in rental storage facility. Informs customers of space availability, rental regulations and rates. Assists customer to select appropriately sized storage unit, according to articles to be stored. Records terms of agreement on rental form and computes rental fee. Obtains customer signature and collects payment. Notifies customers when rental term is about to expire or when payment is overdue. Patrols storage area to ensure storage units are locked and secure. Observes and questions individuals entering storage area, to deter access by unauthorized persons. Keeps premises clean.

GED: 2 SVP: 2 PA: L 4 5 6 EC: I DPT: 5 6 8

APT.	INT.	TEMP.
G V N S P Q K F M E C		
4 4 4 4 4 3 4 4 5 5	1 3	2 3

4171-111 SOCIAL SECRETARY (clerical)

Co-ordinates social, business and personal affairs of employer. Confers with employer to obtain specific details on social functions. Plans or assists in planning seating arrangements, menus, decorations, entertainment and other details of social functions. Prepares and sends hand-written or typed invitations. Schedules social, business and personal appointments and keeps employer informed of each appointment. May perform other duties including answering personal and business correspondence and travelling with employer.

GED: 4 SVP: 6 PA: S 4 5 6 EC: I DPT: 1 6 8

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 4 4 4 3 4 4 5 5	2 6	5 9 0

4171-112 MEDICAL OFFICE ASSISTANT (clerical; medical)

Performs reception and administrative support duties, and carries out routine clinical procedures in medical offices, clinics and other health facilities:
Greets incoming patients. Interviews new patients to collect basic medical history and related information. Priorizes appointments

according to urgency of situation. Removes patient charts from filing system and arranges them in sequence, according to daily appointment schedule. Directs patient to examination room. Sets up and maintains computerized office filing and billing systems. Performs routine clinical procedures, such as, measuring patient height and weight, taking body temperatures and conducting urinalysis and related procedures, as directed by physician. Records diagnostic conditions and services rendered on patient chart, using basic medical terminology, to update and maintain files. Transcribes letters and reports from cassette tapes. Completes medical insurance claim forms and keeps bookkeeping records. Informs patients of laboratory test results and responds to prescription renewal requests, as directed by physician. Sterilizes instruments and maintains diagnostic equipment. Maintains inventory of office and medical supplies. Prepares and cleans examination rooms.

GED: 4 SVP: 4 PA: L 4 5 6 7 EC: I DPT: 3 6 4

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 3 4 4 3 3 3 5 4	2 3	1 3 Y 5

4171-116 DENTAL RECEPTIONIST (clerical; medical)

Performs reception and administrative support duties in general, group and specialty dental practices and institutional dental clinics: Announces patient arrival and directs patient to examination or treatment area. Maintains computerized record filing systems. Priorizes appointments and maintains preventive recall system to control patient traffic flows. Removes and arranges patient dental charts and records, according to daily appointment schedule. Computes charges, completes dental insurance claim forms, manages dental payment plans and receives payment for services rendered. Keeps accurate financial and payroll records. Initiates collection action on overdue accounts. Reschedules appointments. Maintains office and dental supplies. Operates office machines to compose a variety of correspondence.

GED: 3 SVP: 4 PA: S 4 5 6 7 EC: I DPT: 3 6 7

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 3 4 4 3 3 3 4 5 5	2 3	1 5 3

4171-130 RECEPTIONIST-TELEPHONE OPERATOR (clerical)

Greets people entering offices or other establishments and operates telephone switchboard:
Greets visitors, ascertains nature of business and directs visitors to appropriate person or telephones to advise relevant party of visitor's arrival. Operates switchboard to relay incoming, outgoing and inter-office calls. Supplies information to callers and records messages. Places long distance and local telephone calls. Records long distance calls and submits monthly reports. Performs minor clerical and typing duties.

GED: 3 SVP: 3 PA: S 4 5 6 EC: I DPT: 3 6 4

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 4 4 4 3 3 3 4 5 5	2	3 5

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4173-112 POSTAL CLERK (military)

Conducts and records postal transactions and mail-handling functions at Canadian Forces Unit Post Office:

Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Sorts incoming mail and places mail in alphabetical slots or in individual mail boxes. Assembles outgoing mail, places mail in bags, and seals bags. Sells postal money orders, registers and insures mail, weighs letters and parcels, and computes postage costs. Records transactions. Operates office equipment such as typewriters, duplicators, photocopiers, adding machines, calculators and postage meters.

GED: 3 SVP: 4 PA: M 4 5 6 7 EC: I DPT: 3 6 7

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 4 3 4 4 3 3 4 5 4	2 3 1	2 3 Y

4190-140 FREIGHT FORWARDING TECHNICIAN (bus. serv.)

Supervises and coordinates the activities of workers engaged in arranging the movement and delivery of goods on behalf of customers, in a freight forwarding agency:

Performs duties as described under master title, **01-250 SUPERVISOR; FOREMAN/WOMAN** (any ind.) applying detailed knowledge of export and import regulations and procedures, geography, and transportation rates, schedules and routes for air, land and ocean carriers. Directs activities of **4193-108 EXPORT CLERK** (bus. serv.) and **4193-109 IMPORT CLERK** (bus. serv.) engaged in facilitating the movement of export and import freight, on behalf of customers. Arranges special export and import shipments for principal business and industrial account customers. Reviews transportation documents to ensure charges are in accordance with mode of transport and destination of shipment. Monitors movement of shipments to ensure goods are received and delivered in compliance with instructions. Prepares commercial rate quotations for new customers. Trains workers in opening, maintaining and completing export and import files. Liaises with sales department personnel to assist in identifying new accounts. Compiles statistical records concerning unit outputs and prepares reports. Investigates complaints regarding damaged merchandise and traces missing or short shipments to determine responsibility and prepares claim to effect settlement. May specialize and supervise air or ocean freight export or import unit.

GED: 4 SVP: 7 PA: S 5 6 7 EC: I DPT: 1 3 8

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 3 4 4 3 4 4 5 5	2 5	1 4 5 0

4192-120 MARINE-CARGO SURVEYOR (bus. serv.)

Examines marine cargo to establish nature, cause and extent of damage incurred during loading, in transit and unloading:

Boards ship to examine general condition of cargo and manner of stowage or examines overland shipment of marine cargo at destination. Estimates cargo damage costs incurred during loading and in transit. Confers with ship's captain and examines ship's log for weather conditions or other problems that might have affected cargo in transit. Observes unloading procedures and records problems in handling of cargo. Checks cargo inventory against actual cargo unloaded.

Examines each cargo unit to determine nature and extent of damage. Prepares and submits detailed reports on damages, repair estimates and recommendations to owner of goods and insurance company. Inspects ship's hold to determine suitability for cargo and reports findings to prospective shipper.

GED: 4 SVP: 6 PA: L 2 4 5 6 7 EC: B DPT: 3 6 8

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 3 4 3 4 4 4 4 5	2 1	0 9

4193-108 EXPORT CLERK (bus. serv.)

Arranges for the movement of export goods on behalf of freight forwarding agency customers:

Performs duties under the direction of **4190-140 FREIGHT FORWARDING TECHNICIAN** (bus. serv.). Takes telephone order from customer and determines if cargo is prepaid or collect. Establishes shipping terms and records shipping details on manual or computerized filing system concerning commodity type, cargo weight and dimensions, number and type of packages, pick-up address and other related data to facilitate the booking of shipment. Reads and interprets rating and tariff manuals and consults air, land and ocean guidebooks to determine most efficient and economical routing and mode of transport for shipment. Books shipment with carrier, and compiles and enters booking details in file concerning delivery deadlines, estimated time of arrival, voyage or flight number and other related information. Advises customer of shipping details, and arranges placement and pick-up of container(s) or for the direct delivery of cargo to point of departure. Prepares export documents, such as, customs export declaration, bill of lading and consular invoices. Arranges letter of credit and insurance for shipment, as requested by customer. Confirms pick-up and delivery of cargo to point of departure and forwards bill of lading instructions to carrier. Pre-advises overseas offices, agents or consignee of shipping arrangements and issues documents. Computes billing charges, mails customer invoices and closes file. May specialize and perform duties in air or ocean freight export unit.

GED: 4 SVP: 5 PA: S 5 6 7 EC: I DPT: 3 6 4

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 3 4 4 3 4 4 5 5	2 3	1 5 0

4193-109 IMPORT CLERK (bus. serv.)

Processes and arranges for the delivery of incoming air, land or ocean shipments on behalf of freight forwarding agency customers:

Performs duties under direction of **4190-140 FREIGHT FORWARDING TECHNICIAN** (bus. serv.). Receives shipment instructions from point of origin concerning description of goods, voyage or flight number, estimated time of arrival, name of importer and other pertinent data. Advises importer of expected time or date of arrival of shipment. Reads and interprets shipping documents, prepares manual or computerized files and determines service charges for single shipments, full container load or consolidations. Receives shipment arrival notice from air, land or ocean carrier and registers shipment. Arranges breakbulk or consolidations and prepares import deconsolidation manifests. Coordinates clearance of imported goods through customs. Ensures that payment for services, original bill of lading or bank release has been received prior to releasing shipment for delivery. Prepares delivery notice to facilitate door-to-door delivery of shipment

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to importer. Determines status of delayed shipments and conducts traces through the transportation chain, to ensure goods are delivered according to instructions. May specialize and service either air, land or ocean freight import shipments.

GED: 4 SVP: 5 PA: S 5 6 7 EC: I DPT: 3 6 4

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>3</u> <u>3</u> <u>3</u> 4 4 <u>3</u> 4 4 4 5 5	2 3	1 0 5

4193-112 TRAVEL COUNSELLOR (amuse. & rec.; gov. serv.)

Promotes tourism for a particular geographic area on behalf of governments or the private sector:

Markets and promotes all aspects of tourism for a defined geographical area. Responds to in-person, telephone and mail inquiries to inform the public of the advantages of travelling in the specified area. Provides tour wholesalers, travel agents, auto clubs and other organizations with information on travel packages. Responds to requests for media interviews in order to promote travel. Plans and develops detailed travel itineraries for individuals and groups. Arranges promotional exhibits, audio-visual presentations and promotes services at sports, travel, boating, camping and other trade shows. Collects and compiles travel information and prepares material for publication, concerning special events, dining and accommodation facilities, transportation schedules and other related information. Keeps statistical records concerning number and nature of inquiries.

GED: 4 SVP: 5 PA: S 4 5 6 7 EC: I DPT: 3 5 8

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>3</u> <u>3</u> 3 4 4 <u>3</u> 4 4 4 5 5	2 6	5 0 1

4195-118 ADMINISTRATIVE CLERK (military)

Prepares and maintains personnel records, documents and correspondence of military formation of Canadian Forces:

Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Drafts, types and files records, documents and correspondence related to administration of military personnel in such areas as services, facilities, accommodation, discipline, and training. Operates adding and calculating machines, duplicating and photocopying machines, and other office equipment. Operates central filing system, mailroom and transit centre for receipt, control, distribution and dispatch of mail and correspondence. Provides clerical support in interviews or in areas requiring familiarization with legal or medical terminology.

GED: 3 SVP: 5 PA: S 4 5 6 7 EC: I DPT: 3 6 7

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 <u>3</u> 4 4 4 <u>3</u> <u>3</u> <u>3</u> 4 5 5	1 9	2 9 Y

4199-116 COMPUTER AIDED DISPATCH CLERK (gov. serv.)

Operates computer aided dispatch system to receive and expedite emergency calls, and dispatch police, fire and ambulance field units: Receives call, determines nature of emergency and enters pertinent

data at computer terminal. Designates category of call and assigns call priority. Depresses key to automatically transfer data to communicator. Observes VDT screen and console monitors to determine availability and location of field units. Reads and interprets data on call screen. Transmits messages verbally by radio and via computerized dispatch system to mobile digital receiving terminal mounted in emergency vehicle, using knowledge of capability of computerized system. Maintains communication coverage with emergency field unit to relay additional information as it becomes available.

GED: 3 SVP: 4 PA: S 5 6 EC: I DPT: 3 6 4

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>3</u> <u>3</u> 4 4 4 <u>3</u> 4 4 4 5 5	1 2 3	2 5 8 Y

5130-124 SERVICE MANAGER (motor vehicle; ret. trade)

Plans, organizes, supervises and co-ordinates the operation of service department of retail automobile dealership:

Performs duties as described under master title, **01-180 MANAGING SUPERVISOR** (any ind.). Supervises and co-ordinates activities of workers such as shop foreman/woman, service advisers and clerks in service department. Advises customer on vehicle warranty, repair estimates, costs and work performed by mechanics.

GED: 4 SVP: 7 PA: L 5 6 EC: I DPT: 1 3 8

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>3</u> <u>3</u> <u>3</u> 4 4 3 4 4 4 5 5	2 5 6	4 5 0 9 1

5130-198 MANAGER TRAINEE, RETAIL (ret. trade)

Assumes management responsibilities in retail establishment on progressive basis, according to established training schedule:

Receives training and performs duties in stock-room and store operations, merchandising, advertising and other aspects of retail management, to become familiar with management functions and policy that effect each phase of the retail cycle. Performs assigned duties under close supervision of experienced personnel to gain knowledge and experience required for promotion to retail management positions. A qualifications profile does not accompany this description as it is a developmental occupation.

5131-116 COMPUTER CONSULTANT, MARKET SUPPORT (bus. serv.)

Provides information, training and advice about computers and computer applications within customer's organization:

Confers with sales representatives and advertises in industry publications to identify potential customers for computerization of business functions. Meets with customer to determine nature and extent of interest. Explains ways in which computer systems could support customer's organization such as, in accounting, inventory control, mailing lists, graphic presentations, computer-assisted design, computer-assisted manufacturing and robotics. Writes proposal to customer outlining specified computer applications, hardware and software configurations, consultant fees and other costs for implementing recommended program. Submits and explains contract for approval. Fulfills contract, providing consultant services, training sessions and follow-up support such as; diagnosing problems in

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computer system or software and identifying defective components for return to manufacturer. Prepares and submits written activity and contract status reports to supervisor. May provide demonstration to customer of basic features of particular computer system or of its capabilities in specific applications.

GED: 5 SVP: 7 PA: S 5 6 7 EC: I DPT: 1 2 8

APT.	INT.	TEMP.
G V N S P Q K F M E C		
2 2 3 4 4 4 4 4 5 5	2 6	7 5 9

5131-132 TECHNICAL SALESPERSON, HEAVY EQUIPMENT (whole. trade)

Sells heavy equipment, such as, bulldozers, cranes, loaders, drills, logging and mining equipment to contractors, construction firms and logging and mining companies:

Performs duties described in definition for Unit Group 5131, TECHNICAL SALES OCCUPATIONS AND RELATED ADVISERS. Sells heavy equipment.

GED: 5 SVP: 7 PA: L 5 6 EC: I DPT: 1 5 8

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 3 4 4 4 4 4 5 4	2 6	7 5 9 1

5131-144 RESIDENTIAL ENERGY ADVISER (prof. & tech., n.e.c.)

Analyzes household energy requirements and provides clients with information on use of energy, thermal efficiency of dwelling and cost of making improvements:

Interviews householder to obtain data relating to energy use such as; type of heating system and hot water heater, temperature settings and number of people in household. Examines, measures and sketches dwelling to assist in preparation of energy analysis report. Determines and records information regarding type and construction of dwelling, sizes and location of windows and doors, amount and condition of attic, wall and basement insulation, vapour barriers and provision for ventilation. Checks condition and discusses operation of furnace with client. Measures temperatures and air flow in ducts to and from rooms to determine if warm air distribution is proportionate to size of rooms. Checks temperature of hot water in tank and advises client on use of appliances to obtain maximum efficiency. Notes conditions that contribute to energy waste such as; lack of or improperly fitted storm windows or doors, deteriorated caulking or weather stripping, and deficient insulation or ventilation. Calculates overall energy requirements for dwelling and costs of upgrading insulation, heating equipment or other energy efficient improvements best suited to home. Projects operating costs with improvements and makes recommendations to client. May conduct analyses and prepare reports regarding energy use in commercial, institutional, industrial or other premises.

GED: 4 SVP: 6 PA: L 3 5 6 EC: I DPT: 2 5 8

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 3 3 4 4 4 4 5 5	2 7 6	1 5 9 0

5133-132 SALES REPRESENTATIVE, WINE, BEER AND SPIRITS (whole. trade)

Sells and promotes sale of wine, beer or spirits to beer and liquor outlets, hotels, restaurants and other sales outlets:

Performs duties described in the definition for the Unit Group 5133, COMMERCIAL TRAVELLERS. Specializes in selling alcoholic beverages. Tastes, smells and observes beverage to become acquainted with product characteristics. Advises customers on product usage, displays, new product lines and describes characteristics and tastes. Addresses clubs and groups, attends special events, arranges special promotions and provides samples to promote product line. May be designated by type of beverage sold.

GED: 4 SVP: 6 PA: L 5 6 7 EC: I DPT: 3 5 8

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 3 4 4 4 4 4 5	2 6	5 7 9

5135-111 LEASING REPRESENTATIVE, MOTOR VEHICLES (bus. serv.; motor trans.)

Leases cars, vans and trucks to commercial and private customers:

Performs duties similar to those of **5135-110 SALESPERSON, MOTOR VEHICLES** (ret. trade). Specializes in leasing motor vehicles to business, industrial, institutional and private customers. Contacts prospective customers using telemarketing, direct mailing and other promotional techniques to solicit retail or fleet leasing contracts. Advises customer on advantages of leasing vehicles in comparison to purchasing option. Determines customer requirements, such as, number of vehicles, vehicle preference, intended use, price range and other related factors to prepare quotation. Verifies commercial or individual credit rating. Procures vehicle and arranges for pre-service delivery check and installation of special equipment. Prepares vehicle leasing agreement and obtains customer's signature. Explains terms and responsibilities of leasing contract to customer concerning vehicle maintenance, insurance coverage and payment options. Monitors leasing contract, resolves problems and renews or extends lease.

GED: 4 SVP: 6 PA: L 5 6 EC: I DPT: 3 5 8

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 3 4 4 3 4 4 5 4	2 6	5 7

5135-116 SALESPERSON, COMPUTERS (ret. trade)

Demonstrates and sells microcomputers and peripherals in retail outlet:

Performs duties as described under master title, **01-230 SALESPERSON** (ret. trade; whole. trade). Advises consumer on selection of personal computer best suited for in-home use. Assists business customers in selecting appropriate microcomputer system for office use. Quotes prices, and discusses credit and discount terms. Arranges deliveries. Provides service information. Sells computer hardware,

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software, drives, input devices, accessories, furniture, books and magazines, games and other related items.

GED: 4 SVP: 6 PA: L 4 5 6 EC: I DPT: 3 5 4

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
<u>3</u>	<u>3</u>	<u>3</u>	<u>4</u>	<u>4</u>	<u>3</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>5</u>	<u>5</u>			2 6	5 7 9

5135-121 SALESPERSON, ART (ret. trade; whole. trade)

Displays and sells art objects, such as, paintings, prints and sculptures and provides custom picture framing services in commercial art gallery:

Performs duties as described under master title, **01-230 SALESPERSON** (ret. trade; whole. trade). Determines corporate or private customer's art preferences and whether purchase is intended for collection, investment or decoration purposes. Displays works of art compatible to customer's price range and intended purpose of purchase, using knowledge of art. Arranges home or office consultative visits and negotiates take-home approval agreements. Develops customer files concerning personal tastes and follows up by telephone or mail to advise customer of new acquisitions and up coming shows. Assists in organizing art exhibitions, auctions and one artist shows. Examines customer's art piece to identify media type, approximate value and condition of piece to determine basic framing requirements. Selects and matches frame moldings and mats to set up suitable framing combination. Calculates cost for frames, glass, matting and labour, and solicits customer approval. Prepares detailed worksheet to list frame number and sizes, matting measurements, description of art piece, date required and other related data. Forwards art to framer, and checks quality of framing prior to returning piece to customer. May assist in evaluating and appraising art. May specialize and either sell art or provide picture framing services.

GED: 4 SVP: 6 PA: L 5 6 7 EC: I DPT: 3 5 7

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>5</u>	<u>3</u>		2 6	5 7 9 X

5135-124 SALESPERSON, WOOD BURNING APPLIANCES (ret. trade; whole. trade)

Sells wood burning appliances, such as, fireplace inserts, space heaters and wood stoves:

Performs duties as described under master title, **01-230 SALESPERSON** (ret. trade; whole. trade). Determines customer requirements in relation to size of dwelling, number of rooms, compatibility of existing heating system and proposed location of unit. Visits dwelling to measure room(s), prepare plans and drawings, and to discuss clearance and shielding requirements. Advises customer on prevailing regulations, and local building codes affecting unit location and installation. Suggests appropriately sized appliance and prepares estimate. Recommends qualified installer, schedules installation and assists customer in obtaining building permit. Interprets manufacturer installation literature and provides installation tips to those customers who wish to install unit independently. Discusses operating and safety features of equipment with customer. Informs customers on the fundamentals of wood combustion, and the selection and preparation

of woods and other solid fuels, as they affect system efficiency and safety. Sells fireplace tools and accessories, stove-pipes and other related items.

GED: 4 SVP: 6 PA: L 4 5 6 EC: I DPT: 3 5 7

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>5</u>	<u>5</u>		2 6	5 7 9

5135-127 MOTOR-VEHICLE-PARTS APPRENTICE (ret. trade; whole. trade)

Performs duties of **5135-126 SALEPERSON, PARTS** (ret. trade; whole. trade) on a progressive basis according to training schedule. See also definitions for term title, **02-010 APPRENTICE** (any ind.).

5135-128 SALESPERSON, ALUMINUM PRODUCTS (ret. trade)

Sells aluminum products, such as storm doors, windows, awnings and siding:

Performs duties as described under master title, **01-230 SALESPERSON** (ret. trade; whole. trade). Sells aluminum products. Measures walls, doors, windows or other designated area and estimates cost of installation. Advises customer on colours, installation methods and other particulars.

GED: 4 SVP: 5 PA: L 4 5 6 7 EC: B DPT: 3 5 7

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	<u>3</u>	<u>3</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>5</u>			2 6	5 7 0 9

5135-132 SALESPERSON, BUILDING SUPPLIES (ret. trade; whole. trade)

Sells building supplies; such as, lumber, panelling, shingles, power and hand tools, electrical and plumbing supplies, paints and hardware supplies:

Performs duties as described under master title, **01-230 SALESPERSON** (ret. trade; whole. trade). Sells building supplies. Advises customer on building and home repair problems. Estimates quantity of material required by customer.

GED: 4 SVP: 5 PA: L 4 5 6 EC: B DPT: 3 5 7

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	<u>3</u>	<u>3</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>5</u>	<u>4</u>			2 6	5 7 0 9

5135-133 SALESPERSON, CHINA AND RELATED PRODUCTS (ret. trade; whole. trade)

Sells china and related products, such as glassware and pottery: Performs duties as described under master title, **01-230 SALESPERSON** (ret. trade; whole. trade). Sells china and related products.

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Advises customer on care of product. Registers customers' choice of china, glassware and silverware patterns for gift-giving purposes.

GED: 4 SVP: 5 PA: L 4 5 6 EC: I DPT: 3 5 7

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 <u>3</u> <u>3</u> 4 4 4 4 4 4 5 4	2 6	5 7 9

5135-160 SALESPERSON, ORTHOPAEDIC SHOES (ret. trade)

Fits and sells orthopaedic and custom-made shoes:

Performs duties as described under master title, **01-230 SALESPERSON** (ret. trade; whole. trade). Examines malformed or injured joints and bone structure of customers' feet or reads prescription to determine type of corrective shoe required. Takes impression of feet and notes any irregularities. Selects shoes from stock and adjusts or modifies shoes with corrective supports to suit specific foot problem. Writes specifications or follows prescription of physician to order custom-made shoes.

GED: 4 SVP: 5 PA: L 3 4 5 6 EC: I DPT: 3 5 7

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 <u>3</u> <u>3</u> 3 3 4 4 4 4 5 4	2 6	5 7 0 9

5135-161 SALESPERSON, PAINT AND WALLPAPER (ret. trade; whole. trade)

Sells paint, wallpaper, and related supplies:

Performs duties as described under master title, **01-230 SALESPERSON** (ret. trade; whole. trade). Estimates amount of paint or wallpaper required. Assists customer to select appropriate type and colour of paint or wallpaper and advies on different methods of application. Operates mechanical equipment to blend in colour pigments for specific colour and to mix paint. Sells paint brushes, rollers and other painting and wallpapering supplies.

GED: 4 SVP: 5 PA: L 4 5 6 EC: I DPT: 3 5 7

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 <u>3</u> <u>3</u> 3 4 4 4 4 4 5 3	2 6	5 7 0 9

5135-180 SALESPERSON, MEMORIALS (ret. trade; whole. trade)

Sells memorial monuments, markers and corner stones:

Performs duties as described under master title, **01-230 SALESPERSON** (ret. trade; whole. trade). Sells cemetery memorials.

GED: 4 SVP: 5 PA: L 5 6 EC: I DPT: 3 5 8

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 <u>3</u> <u>3</u> 4 4 4 4 4 4 5 4	2 6	5 7 9

5135-181 SALESPERSON, TIRES (ret. trade; whole. trade)

Sells tires in retail or wholesale outlet:

Performs duties as described under master title, **01-230 SALESPERSON** (ret. trade; whole. trade). Assists customer to select tire best suited to type of motor vehicle, driving habits, road conditions and other related factors. Interprets tire specifications and explains warranty coverage available. Schedules shop appointments for installation of new tires. Provides advice concerning tire rotation, inflation, and wheel aligning and balancing to extend tire life. May specialize in selling to fleet operators. May sell tire and wheel accessories.

GED: 3 SVP: 5 PA: L 4 5 6 EC: I DPT: 3 5 7

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 <u>3</u> <u>3</u> 4 4 <u>4</u> 4 4 4 5 5	2 6	5 7 9

5135-184 SALESPERSON, LAWN AND GARDEN SUPPLIES (ret. trade)

Sells lawn and garden supplies:

Performs duties as described under master title, **01-230 SALESPERSON** (ret. trade; whole. trade). Sells lawn and garden supplies. Assists customer in selection of flower, vegetable and grass seed, fertilizer, spreaders, rakes and other lawn and garden equipment and supplies. Weighs and bags bulk seed.

GED: 3 SVP: 5 PA: L 4 5 6 EC: B DPT: 3 5 7

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 <u>3</u> <u>3</u> 4 4 4 4 4 4 5 4	2 6	5 7

5135-185 SALESPERSON, LIGHTING APPLIANCES (ret. trade; whole. trade)

Sells lighting fixtures, lamps and accessories:

Performs duties as described under master title, **01-230 SALESPERSON** (ret. trade; whole. trade). Assists customer to select lighting appliance best suited to room size, use, decoration, availability of natural light and other factors. Provides installation tips. Sells cords, bulbs, switches, shades and other lighting accessories and supplies.

GED: 3 SVP: 4 PA: L 4 5 6 7 EC: I DPT: 3 5 7

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 <u>3</u> <u>3</u> 4 4 <u>4</u> 4 4 4 5 <u>4</u>	2 6	5 7 9

5135-188 SALESPERSON, COSMETICS (ret. trade)

Sells cosmetics and toiletries in drug stores, department stores and other retail establishments:

Performs duties as described under master title, **01-230 SALESPERSON** (ret. trade; whole. trade). Sells cosmetics and toiletries. Suggests cosmetic products suited to customer's colouring or skin type. Door-to-

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door salespersons of cosmetics are described under **5141-110 DOOR-TO-DOOR SALESPERSON** (ret. trade).

GED: 3 SVP: 4 PA: L 4 5 6 EC: I DPT: 3 5 7

APT.													INT.	TEMP.		
G	V	N	S	P	Q	K	F	M	E	C						
3	<u>3</u>	<u>3</u>	4	4	4	4	4	4	4	5	4	2	6	5	7	9

5135-192 SALESPERSON, TELEPHONES (ret. trade)

Sells telephones and telephone accessories in retail store:
Performs duties as described under master title, **01-230 SALESPERSON** (ret. trade; whole. trade). Sells telephones, telephone answering systems, jacks, extension cords and other telephone accessories.

GED: 3 SVP: 4 PA: L 4 5 6 EC: I DPT: 3 5 7

APT.													INT.	TEMP.		
G	V	N	S	P	Q	K	F	M	E	C						
3	<u>3</u>	<u>3</u>	4	4	4	4	4	4	4	5	4	2	6	5	7	9

5137-106 DELI CLERK (ret. trade)

Sells deli meats and cheeses and other speciality food items in retail establishments:

Performs duties of **5137-114 SALES CLERK** (ret. trade). Displays and rotates merchandise. Controls inventories, orders stock and keeps sales records. Weighs, slices, measures and wraps delicatessen items for customers. Prepares sandwiches, salads, meat and cheese plates and catering trays. Arranges and distributes samples of speciality food items. Answers customer questions concerning product tastes, region or country of origin, and product usage, preparation and service. Keeps sales area clean and washes display cases.

GED: 3 SVP: 4 PA: M 4 5 6 EC: I DPT: 4 7 7

APT.													INT.	TEMP.		
G	V	N	S	P	Q	K	F	M	E	C						
4	4	<u>3</u>	4	4	3	<u>4</u>	4	<u>4</u>	<u>4</u>	5	4	2	3	2	3	5

5137-107 BAKERY CLERK (ret. trade)

Sells breads, rolls, cakes, sweet goods and other bakery products in retail establishments:

Performs duties of **5137-114 SALES CLERK** (ret. trade). Carries trays and wheels carts of baked goods to sales area. Displays products following bulk pack, pre-packaged, over-the-counter or other marketing techniques. Rotates products, orders stock and controls inventories, and keeps sales records. Operates slicing and packaging machines. Cleans sales area and display cases. May decorate cakes and pastries. May assist baker in preparing ingredients, removing products from oven and cleaning equipment and utensils. May perform duties of **8213-208 BAKE-OFF EQUIPMENT TENDER** (bake. prod.).

GED: 3 SVP: 3 PA: M 4 5 6 EC: I DPT: 4 7 7

APT.													INT.	TEMP.		
G	V	N	S	P	Q	K	F	M	E	C						
4	4	<u>3</u>	4	4	3	<u>4</u>	4	<u>4</u>	<u>4</u>	5	4	2	3	2	3	5

5137-108 SEAFOODS CLERK (ret. trade)

Sells seafood products in retail establishments:

Performs duties of **5137-114 SALES CLERK** (ret. trade). Receives and stores seafood products. Arranges fresh seafood displays, using block ice, live lobster tanks and other merchandising techniques. Orders stock and controls inventory, rotates merchandise and keeps sales records. Sells shellfish, such as, clams, oysters, crabs and lobster, fillets of steak and whole fish, using special product and usage knowledge. Cleans and cuts fresh fish by hand, according to customer preferences. Washes display and storage areas.

GED: 3 SVP: 3 PA: M 4 5 6 EC: I 6 DPT: 4 7 7

APT.													INT.	TEMP.		
G	V	N	S	P	Q	K	F	M	E	C						
4	4	<u>3</u>	4	4	4	<u>4</u>	<u>4</u>	<u>4</u>	<u>3</u>	5	4	2	3	5	2	3

5137-109 MEAT COUNTER CLERK (ret. trade)

Sells fresh, cured and packaged meats and poultry in retail establishment:

Performs duties of **5137-114 SALES CLERK** (ret. trade). Receives and stores meats. Rotates meats in storage and display areas to avoid aging or spoilage. Operates meat grinding, slicing and wrapping machines. Wheels cart of packaged meat cuts and poultry to display cases and arranges display. Answers customer questions and provides advice concerning meat and poultry preparation and service. Takes inventory and keeps sales records. Washes display cases, meat containers and storage areas. May assist meat cutter in preparing meats and fowl.

GED: 3 SVP: 3 PA: H 4 5 6 EC: I 6 DPT: 4 7 7

APT.													INT.	TEMP.		
G	V	N	S	P	Q	K	F	M	E	C						
4	4	<u>3</u>	4	4	3	<u>4</u>	4	<u>4</u>	<u>4</u>	5	4	2	3	2	3	5

5137-111 SUPERMARKET CLERK (ret. trade)

Orders supplies, prices items, stocks shelves and performs various other duties in supermarket:

Orders dairy, bakery, meat, produce or other product supplies. Prices merchandise according to price list. Stocks merchandise on shelves, counters or in receptacles. Rotates merchandise to ensure freshness. Washes, cuts and trims fruit and vegetables. Weighs and bags fruit and vegetables for customers. Removes bones and excess fat from meat, as directed. Obtains merchandise from storage areas for customers upon request. Keeps utensils and work area clean and neat. Assists supermarket baker in production of baked goods. Operates wrapping machine to wrap products. Operates forklift to haul supplies from delivery truck to designated area.

GED: 3 SVP: 3 PA: M 4 5 6 EC: I DPT: 4 6 7

APT.													INT.	TEMP.		
G	V	N	S	P	Q	K	F	M	E	C						
4	4	<u>3</u>	4	4	4	<u>3</u>	4	<u>3</u>	<u>4</u>	4	4	2	3	2	3	5

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5137-112 FILM CLERK (ret. trade)

Receives films for processing, and sells films, flashbulbs and related supplies:

Informs customer of cost and time period necessary to process film. Records name, address and film processing requirements of customer on envelope containing film. Gives receipt to customer and routes film for processing. Receives receipt from customer and returns processed film to customer. Sells films and flashbulbs and related supplies. Collects cash payment for services and supplies, or completes credit card sales form. Records sales and maintains inventory of supplies. Balances cash, prepares bank deposit and deposits money at bank, if required.

GED: 3 SVP: 2 PA: S 4 5 6 EC: I DPT: 5 7 7

APT.	INT.	TEMP.
G V N S P Q K F M E C		
4 4 <u>3</u> 4 4 4 4 4 4 5 5	2 3	2 3 5

5137-115 SALES CLERK, RECORDS AND TAPES (ret. trade)

Sells phonograph records, compact discs and pre-recorded audio cassette tapes in retail establishment:

Sells phonograph records, compact discs and cassette tapes of popular, classical, jazz and other types of music. Suggests selection of music to customer based on knowledge of recording artists, current releases, music reviews and familiarity with recorded music catalogues. Orders out-of-stock items at customer's request. Sells related items, such as blank audio tapes, posters and other memorabilia. Collects cash or credit card payment. Receives, prices and displays merchandise. May advise customers concerning selection of audio equipment.

GED: 2 SVP: 2 PA: L 4 5 6 EC: I DPT: 4 7 7

APT.	INT.	TEMP.
G V N S P Q K F M E C		
4 4 <u>3</u> 4 4 <u>4</u> <u>4</u> 4 <u>4</u> 5 5	2 3	2 3 5

5137-116 CONVENIENCE STORE CLERK (ret. trade)

Serves customers in twenty-four hour convenience retail store: Performs duties of **5137-114 SALES CLERK** (ret. trade). Attends sales counter in convenience store. Sells milk and bread, snacks, newspapers and magazines, and other items of convenience. Prepares fast food items, such as, hot dogs and sandwiches, using microwave oven. Dispenses ice cream, soft drinks and other confectionery items. Receives, rotates and displays stock.

GED: 2 SVP: 2 PA: M 4 5 6 EC: I DPT: 4 7 7

APT.	INT.	TEMP.
G V N S P Q K F M E C		
4 4 <u>3</u> 4 4 <u>4</u> <u>4</u> 4 <u>4</u> 5 5	2 3	2 3 5

5137-118 ASSISTANT-SALES CLERK (ret. trade)

Assists customers in locating merchandise and performs various other duties in large retail sales establishment:

Directs customer to location of merchandise sought, to fitting rooms or to cashier. Obtains merchandise for customer from counter, shelf or

stockroom. Stocks shelves, counters and display areas with merchandise and keeps stock in order. Prices merchandise as directed. Keeps area clean and neat.

GED: 2 SVP: 2 PA: L 4 5 6 EC: I DPT: 6 7 7

APT.	INT.	TEMP.
G V N S P Q K F M E C		
4 4 4 4 4 4 4 4 <u>3</u> 5 4	1 3 2	2 3

5145-111 SERVICE-STATION-ATTENDANT APPRENTICE (motor vehicle; ret. trade)

Performs duties of **5145-110 SERVICE-STATION ATTENDANT** (motor vehicle; ret. trade) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

5145-118 GAS-BAR ATTENDANT (motor vehicle; ret. trade)

Sells fuel, lubricants and automotive supplies at gas-bar: Positions oil display rack and other equipment and supplies near gasoline pumps. Fills vehicle fuel tank with gasoline or diesel fuel to level specified by customer. Measures level of oil in crankcase, using dipstick, checks level of water in radiator and battery, and measures air pressure in tires, using gauge. Adds required amounts of oil, water and air. Washes windshield and other windows of vehicle. Sells antifreeze and other automotive supplies. Collects cash or credit card payment from customer. Records meter readings of pumps, gas storage tank levels, and daily sales. Balances cash. Cleans service area and interior of gas-bar building, if required.

GED: 2 SVP: 2 PA: L 3 4 5 6 EC: B 7 DPT: 6 7 7

APT.	INT.	TEMP.
G V N S P Q K F M E C		
4 4 <u>4</u> 4 4 4 <u>4</u> 4 <u>4</u> 5 5	1 3	2 3

5145-126 MARINA ATTENDANT (ret. trade)

Sells fuel and rents boats at marina: Fills boat fuel tank with gasoline and adds oil as specified by customer. Rents boats, lifejackets and other equipment and records rental data. Collects cash or credit card payment from customer. Assists customer to launch boat. Pumps water from boats and cleans dock area and facilities. Assists in seasonal moving of ramps and boats into and out of water. Makes minor repairs to docks, ramps and equipment, if required.

GED: 2 SVP: 2 PA: M 3 4 5 6 EC: O 7 DPT: 6 7 7

APT.	INT.	TEMP.
G V N S P Q K F M E C		
4 4 4 4 4 4 <u>4</u> 4 <u>4</u> 4 5	1 3	2 3

5170-115 INSURANCE BROKER (insur. and real estate)

Plans, organizes, directs and controls the operation of a brokerage concerned with arranging for insurance coverage from one or more insurance companies on behalf of client:

Performs duties as described under master title, **01-180 MANAGING**

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SUPERVISOR (any ind.). Analyzes sales representative's report detailing client's insurance needs and acceptable price range for coverage. Selects insurance company or companies and offers opportunity to insurer to supply all or part of insurance coverage required. Negotiates terms and rates of coverage with accepted insurer. Writes policy or letter of agreement for delivery to client.

GED: 5 SVP: 7 PA: S 5 6 EC: I DPT: 1 1 8

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
<u>2</u>	<u>2</u>	<u>3</u>	4	4	3	4	4	4	5	5			2 5	4 5 0 9 1

5170-116 CUSTOMS HOUSE BROKER (bus. serv.)

Plans, organizes, directs and controls the operation of brokerage concerned with clearing goods through customs on behalf of importers, wholesalers, manufacturers and other clients:

Performs duties as described under master title, **01-180 MANAGING SUPERVISOR** (any ind.). Prepares customs entry papers from shipper's invoice in accordance with customs regulations. Signs entry papers, on behalf of client, using power of attorney, if required. Files papers with customs office. Arranges for payment of duties. Quotes duty rates on commodities for clients. Prepares papers for clients desiring to appeal duty charges or valuations. Visits docks or warehouses with government officials to examine goods involved in disputes in an attempt to secure their release at rates advantageous to clients. Arranges for storage and transportation of imported goods. Arranges for bonds to cover dutiable goods being shipped into country via other ports. Prepares export papers for commodities being shipped out of Canada by client. Provides advice to client on customs related matters and represents client at meetings with personnel of government departments and agencies.

GED: 5 SVP: 7 PA: S 5 6 EC: I DPT: 1 3 8

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
<u>2</u>	<u>2</u>	<u>3</u>	4	4	3	4	4	4	5	5			2 5	4 5 0 9 1

5170-117 SHIP BROKER (bus. serv.)

Plans, organizes, directs and controls the operation of a brokerage concerned with buying and selling cargo space on ships, and with buying and selling ships and yachts for individuals, companies, and governments:

Performs duties as described under master title, **01-180 MANAGING SUPERVISOR** (any ind.). Obtains information about cargo such as size, departure location and destination, and about available cargo space on ships. Presents information to client. Negotiates rates and terms of agreement between parties. Prepares contract. Shows and explains features of ships and yachts when acting for vendor. Inspects ships and yachts when acting for purchaser. Ensures that insurance coverage, registration and licenses are current. Negotiates price between vendor and purchaser.

GED: 5 SVP: 7 PA: S 5 6 EC: B DPT: 1 1 8

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
<u>2</u>	<u>2</u>	<u>3</u>	4	4	3	4	4	4	5	4			2 5	4 5 0 9 1

5172-111 MORTGAGE BROKER (insur. & real estate)

Applies to lenders or lending institutions for mortgages on behalf of clients:

Requests information about terms and conditions of mortgage loans. Questions client about income, liabilities and assets, and location, type, price and condition of property to be mortgaged. Examines surveyor's certificate and legal documents, and inspects property. Advises client on availability, conditions and terms of mortgages available. Prepares applications for mortgage. Negotiates mortgage with lender or officials of lending institutions, or arranges meeting between lender and client. Collects fee based on amount of mortgage.

GED: 4 SVP: 6 PA: S 5 6 EC: I DPT: 2 1 8

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
<u>3</u>	<u>3</u>	<u>2</u>	4	4	3	4	4	4	5	5			2 1	9 0 5 7

5172-113 BUSINESS VALUATOR (bus. serv.)

Estimates market value of business for purposes of purchase, sale, taxation, or disposition of assets:

Obtains and examines financial records of business including financial statements, budgets, projections, incorporation documents, and sales records and forecasts. Speaks with senior management of firm to obtain additional information about financial status of business. Conducts research on industry in general to assess business in relation to its competitors. Analyzes information and estimates market value of business. Prepares and presents detailed report to corroborate valuation. Substantiates valuation in court when legal matters are involved. May perform other activities such as inspecting condition of physical assets to determine value.

GED: 5 SVP: 8 PA: S 5 6 EC: I DPT: 2 6 8

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
<u>2</u>	<u>2</u>	<u>2</u>	4	4	4	4	4	4	5	5			2	5 0 9

5172-124 ASSISTANT APPRAISER, REAL ESTATE (insur. & real estate)

Gathers and compiles real estate information on a progressive basis according to articling schedule, to assist **5172-110 APPRAISER, REAL ESTATE** (insur. & real estate) determine property values:

Gathers information on properties, similar to property being appraised, to provide basis for comparison, by scanning and retrieving pertinent information from computerized and published sources. Verifies accuracy of data and collects additional information by conferring with parties involved in transactions. Visits property to be appraised to conduct visual inspection and determine type, condition and area dimensions of building(s) and lands, and to photograph property, if required. Examines surrounding neighbourhood and compares properties, notes the presence of vendor signs and makes enquiries concerning, prices, length of market exposure and neighbourhood attributes. Reviews municipal by-laws, development plans and service strategies and notes factors that normally affect property values. Prepares report on survey conducted and gathers exhibits such as, maps, photographs, blueprints and graphs, to illustrate and convey

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information. See also definition for term title, **02-040 ASSISTANT** (any ind.).

GED: 4 SVP: 5 PA: S 4 5 6 EC: B DPT: 3 6 8

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 3 3 3 3 4 4 4 5 5	2 6	5 9 0

5172-126 RENTAL AGENT, APARTMENTS (insur. & real estate)

Interviews prospective tenants, and rents apartments for owner or management company of apartment building:

Studies listings to keep informed of rental rates, occupancy dates, and locations of apartments. Answers inquiries from prospective tenants regarding rental rates, features of apartments, and facilities in building. Accompanies clients to view vacant or model apartments, recreational facilities, garage, and other amenities. Describes transportation, schools, churches, shopping, and other services in local area. Assists in investigating references and credit ratings to determine suitability of prospective tenants. Prepares lease for apartment, or arranges for tenants to sign lease. Accepts deposit and issues receipt to tenant. Arranges moving time and gives keys to tenants, if required. Reports damages or problems in vacant apartments to superior.

GED: 3 SVP: 4 PA: L 5 6 EC: I DPT: 3 5 8

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 3 4 4 3 4 4 4 5 5	2 6	5 9 7

5177-120 SALES REPRESENTATIVE, EMPLOYMENT SERVICES (bus. serv.)

Promotes and sells services of private employment agency:

Visits industrial, commercial, institutional and other establishments to develop business contacts and to determine personnel needs. Outlines agency services and explains benefits of service, using audiovisual presentations, by introducing case studies or by presenting pertinent literature. Explains fee scale for services and solicits requests. Interviews job seekers to assess work history, education and training, job skills and salary expected, to develop pool of referable clients. Arranges meeting between job seeker and establishment and contacts participants to learn of outcome. Prepares contract for services or submits invoice for payment. May specialize in placing professional, clerical, skilled or unskilled workers.

GED: 4 SVP: 6 PA: S 5 6 EC: I DPT: 2 5 8

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 3 4 4 3 4 4 4 5 5	2 6	5 7 9 0

5177-121 SALES REPRESENTATIVE, FREIGHT FORWARDING SERVICES (bus. serv.)

Sells freight forwarding services to business and industrial customers: Compiles lists of prospective customers for use as sales leads, using telemarketing and direct mailing techniques, newspapers and

commercial directories, business information organizations and other sources. Contacts prospective customers by telephone to qualify and follow-up sales leads. Travels throughout assigned territory and visits customers to persuade them to use company's service. Calls on prospects, analyzes shipping requirements and outlines features and benefits of using freight forwarding services. Reviews past service record and discusses up coming shipments with existing customers to maintain established accounts. Obtains air, land and ocean transportation rates from operational staff, and prepares and presents written or verbal quotes to customers. Attends transportation meetings and other business gatherings to establish and develop contacts. Liaises with operational staff, on behalf of customers, to resolve customer complaints. Advises management of current market conditions and industry trends, to be competitive. Prepares sales reports and keeps expense records.

GED: 4 SVP: 6 PA: L 5 6 EC: I DPT: 3 5 8

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 3 4 4 3 4 4 4 5 5	2 6	9 7 5 0

5177-136 SALESPERSON, SECURITY SYSTEMS (bus. serv.)

Sells security systems to residential and commercial customers to protect against burglary, fire, medical and other emergencies:

Contacts prospective home owner and business clients using telemarketing, direct mailing and other sales promotion techniques. Follows up initial contact with personal sales call. Explains benefits for installing security systems using local crime statistics, newspaper articles and sales pamphlets and brochures. Tours premises with client to determine security needs. Compiles list of potential entry points, such as, doors and windows, and discusses personal and family lifestyles, business hours and other related factors to determine customer requirements. Recommends electronic security system, such as, monitored burglar alarms, heat and smoke detectors, ultrasonic motion detectors, electric eyes and microwave alarms best suited to protection of building, personal property and occupants. Negotiates sales agreement, completes contract and schedules installation date. Visits home or business to explain and demonstrate system operation and to ensure installation meets quality standards. Resolves complaints. Contacts construction contractors to persuade builders to integrate security systems into home designs. May arrange personal security services for individual, family or group for specified, contract period.

GED: 4 SVP: 5 PA: L 5 6 EC: I DPT: 3 5 8

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 3 4 4 3 4 4 4 5 5	2 6	5 7 9

5177-140 SALES REPRESENTATIVE, CLEANING SERVICES (bus. serv.)

Sells cleaning services to managers or owners of buildings:

Visits business or industrial establishments, institutions and private dwellings to persuade prospective customers to use cleaning service. Estimates cost of service based on floor space, number of washrooms, carpeted area, labour requirements and other factors. Submits bid,

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prepares contract agreement and arranges for service. Confers with customer and service personnel to resolve complaints.

GED: 3 SVP: 4 PA: L 5 6 EC: I DPT: 3 5 8

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 3 4 4 3 4 4 4 5 5	2 6	5 7 9 0

5191-112 GRAIN-ELEVATOR MANAGER (agric.; whole. trade)

Determines grade and quality of grain, purchases grain from farmers for storage in elevator, and maintains records for farmer and company: Calculates grain acreage quotas from information supplied by farmers and Canadian Wheat Board. Records quota and subsequent deliveries of grain in individual farm permit book maintained at elevator. Examines grain samples and conducts tests to determine grade and quality of grain. Calculates market value of grain and buys grain or issues storage ticket. Records types and grades of grains received, prices paid, amounts purchased, and reports amounts in storage to grain company and Canadian Wheat Board. Supervises activities of workers operating equipment to clean and move grain in elevator and to load trucks and rail cars, or operates equipment to perform these activities. Acts as farm supply agent for fertilizer, insecticide, paint and other products, if required.

GED: 4 SVP: 6 PA: L 2 4 7 EC: I 6 7 DPT: 3 3 2

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 <u>3</u> <u>3</u> 4 4 4 4 4 4 4 4	2 9	5 0

5199-112 ANTIQUE DEALER (ret. trade)

Buys, sells and appraises period and early furniture, china, jewellery, paintings and other antique items of value: Attends auctions and estate sales, and visits private homes and establishments to view collections and to appraise and buy antiques. Examines item and judges authenticity and value based on knowledge of antiques, current market value and demand. Negotiates price, purchases item and arranges for delivery to antique store or storage facility. Assigns sales value to item and places item on display. Greets customers and advises potential buyers on period and history of item. Negotiates and agrees on final selling price and completes transaction to sell item. Repairs or refinishes antique items, as required. May arrange sales displays in shopping malls, at fairs and other events to attract buyers.

GED: 4 SVP: 6 PA: M 4 5 6 7 EC: I DPT: 2 5 7

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>3</u> 3 <u>3</u> 3 <u>2</u> 4 4 4 4 5 3	2 1	5 9 0 7

5199-120 SERVICE ADVISER (motor vehicle; ret. trade)

Writes work orders at service counter of motor vehicle repair shop: Attends service counter under the direction of **5130-124 SERVICE MANAGER** (motor vehicle; ret. trade). Listens to customers description of problem and asks questions to determine nature and extent of repair work required. Writes repair description and advises

customer concerning probable repairs required, estimated costs and appointment schedules. Records pertinent customer and vehicle information to complete work order. Routes work order to shop foreman/woman. Liaises with repair shop and contacts customer should additional repairs be required. Ensures repairs are completed according to schedule and informs customer when vehicle is available. Calculates final charges for parts and labour, using shop manuals. Processes warranty and insurance claims as required. Explains repair work completed, answers questions and handles complaints. Maintains repair records and contacts customers to encourage repeat business. Accepts payment for work completed or refers customer to cashier. May test drive repaired vehicle.

GED: 4 SVP: 5 PA: L 5 6 EC: I DPT: 3 5 7

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 <u>3</u> 4 4 <u>3</u> 4 4 4 5 5	2 1	5 9

5199-128 BRIDAL CONSULTANT (ret. trade)

Assists bride to plan wedding and promotes and sells wedding services and merchandise: Discusses wedding plans, budgets, colour schemes and other details with bride. Advises bride on wedding etiquette and attire and explains available services. Provides brochures and catalogues, and assists bride to select and order invitations, cake decorations and flowers, photographic or video recording services, catering and other wedding services. Assists bride and bridal party to choose appropriate attire from available selection or from other retail outlets. Prepares supplier order and delivery forms for invitations, floral arrangements, table decorations or other wedding merchandise not normally stocked in store. Promotes sale or rental of silver, crystal, china and other items in store as gifts or for use during social reception. Receives payment for gifts and merchandise sold and services rendered, and issues receipts. May attend ceremony and social gathering to direct proceedings.

GED: 3 SVP: 5 PA: L 4 5 6 7 EC: I DPT: 3 5 7

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 3 4 3 3 4 4 4 5 3	2 6	5 7 9

5199-166 TELEVISION RENTAL ATTENDANT, HOSPITAL (ret. trade)

Rents, delivers, and sets up televisions in hospital: Arranges request cards for televisions in order of hospital rounds. Loads pushcart with televisions, earplugs, invoices and cleaning materials. Delivers television to patient. Sets up television and demonstrates its operation. Collects rental fee and fee for sale of earplug, completes invoice, and gives receipt to patient. Visits other patients to explain rental service and to solicit orders. Cleans and dusts televisions, replaces plastic screens, and tapes frayed cords. Replaces defective televisions, and ships them to service centre for repair. Prepares daily operational reports.

GED: 2 SVP: 2 PA: M 3 4 EC: I DPT: 6 7 7

APT.	INT.	TEMP.
G V N S P Q K F M E C		
4 <u>4</u> <u>4</u> 4 4 <u>4</u> <u>4</u> 4 4 5 4	2 3	2 3 1

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6111-124 FIRE FIGHTER (military)

Maintains emergency alert, responds to actual or potential aircraft crashes, prevents or extinguishes fires and rescues crew and passengers as member of Canadian Forces:

Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Performs duties similar to those of **6111-122 FIRE-FIGHTER, CRASH** (gov. serv.). Inspects buildings for fire hazards. Inspects and recharges portable fire extinguishers in buildings, hangers, aircraft, ships and land vehicles. Participates in fire drills and demonstrations and courses in fire-fighting techniques, equipment operation and maintenance. Drives and operates fire-fighting vehicles and equipment.

GED: 3 SVP: 6 PA: H 2 3 4 7 8 EC: B 3 4 6 7 DPT: 6 6 3

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 4 5 <u>3</u> <u>3</u> <u>5</u> <u>3</u> <u>4</u> <u>3</u> <u>2</u> 5	0 1 9	8 9 0

6112-128 SECURITY OFFICER (military)

Plans, directs and co-ordinates activities of personnel engaged in police, custodial, intelligence and security services in Canadian Forces to ensure that law enforcement and crime prevention programs are effectively administered:

Performs duties as described under master title, **01-320 OFFICER** (military). Administers military law and investigates crimes which occur on military property. Provides safeguarding of personnel, information and material from overt to covert action. Undertakes intelligence services and compiles reports on observations in static units and under field combat conditions. Supervises, trains and evaluates subordinates involved in Military Police duties. Performs advisory duties to Base Commanders and Operational Commanders. Maintains liaison with local law enforcement agencies.

GED: 4 SVP: 8 PA: S 5 6 EC: I DPT: 1 3 8

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>3</u> <u>3</u> <u>3</u> <u>3</u> <u>3</u> <u>4</u> <u>3</u> <u>4</u> <u>3</u> <u>3</u> 4	2 6 5	4 9 0 8 5

6112-156 MILITARY POLICEMAN/WOMAN (military)

Performs law enforcement, investigation, security and traffic-control duties in operational theatres and at Canadian Forces Bases:

Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Arrests and searches personnel, monitors and responds to burglar alarms, receives, stores, records and disposes of found property, controls vehicular and pedestrian traffic, and performs other law enforcement duties. Conducts interviews, interrogation, surveillance and identification parades, collects and preserves evidence, and takes fingerprint impressions to investigate criminal or military offences. Prepares and types documents, reports and forms. Maintains and controls personnel in custody at military guard rooms and detention barracks. Drives military vehicles and commercial pattern vehicles.

GED: 3 SVP: 5 PA: H 2 3 4 5 6 7 8 EC: B 6 DPT: 2 6 3

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 3 <u>3</u> <u>3</u> <u>4</u> <u>3</u> <u>4</u> <u>3</u> <u>3</u> 4	6 2 5	5 8 9 0

6112-162 MUNICIPAL LAW ENFORCEMENT OFFICER (gov. serv.)

Enforces regulatory municipal by-laws to protect the public:

Receives complaints concerning regulatory municipal by-law infractions, such as, dog and other animal control problems, traffic and parking violations, garbage and debris, weed control and noise infringements and other issues of local concern. Responds to citizen complaints and drives to scene of alleged violation. Interviews concerned individual(s), makes inspections and patrols area to investigate complaints and collect evidence. Discusses problems, issues warnings and suggests alternatives to gain compliance through persuasion. Mediates disputes between opposing parties to facilitate agreement. Lays charges against persistent offenders to initiate prosecution proceedings. Issues provincial offence notices and presents evidence in court. Follows up on cases after prosecution to prevent recurrence of problem. Issues parking tickets to control parking in designated areas. Captures unlicensed, stray or uncontrolled animals. Enforces municipal licensing by-laws. Assists in drafting new and amending existing by-laws. See also **6112-174 PARKING CONTROL OFFICER** (gov. serv.) and **6119-124 DOG CATCHER** (gov. serv.).

GED: 3 SVP: 5 PA: M 4 5 6 7 8 EC: B 6 DPT: 3 5 3

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>3</u> <u>3</u> <u>3</u> 4 4 <u>4</u> <u>4</u> <u>4</u> <u>4</u> <u>3</u> 5	6 2 5	5 8 9 0

6116-120 ARMOUR OFFICER (military)

Commands and co-ordinates activities of Canadian Forces personnel engaged in operation of troop of tanks or reconnaissance vehicles:

Performs duties as described under master title, **01-320 OFFICER** (military). Controls and co-ordinates movement and operation of tanks and directs firing of weapons during attack, withdrawal, defensive and training operations. Directs and co-ordinates movement of reconnaissance vehicles to observe and to obtain information. Leads crew members in simulated battles on various types of terrain and under various weather and climatic conditions to train members physically and mentally for actual battle situations. Operates communications equipment to receive and transmit orders and other information. Counsels, trains and evaluates subordinate personnel.

GED: 5 SVP: 7 PA: M 5 6 EC: B 2 3 4 5 6 7 DPT: 1 3 8

APT.	INT.	TEMP.
G V N S P Q K F M E C		
2 <u>3</u> <u>4</u> <u>3</u> <u>4</u> <u>4</u> <u>4</u> <u>4</u> <u>4</u> <u>4</u> 4	9 6 2	4 8 0 Y

6116-130 MARITIME SURFACE AND SUB SURFACE OFFICER (military)

Participates in co-ordination and control of military maritime operations aboard ships and on land in Canadian Forces:

Performs duties as described under master title, **01-320 OFFICER** (military). Co-ordinates and controls one or more systems onboard ship such as navigation, communication, electronic warfare, weapons or anti-submarine air control system. Serves as deck or executive officer onboard destroyers, destroyer escorts or other Canadian ships or submarines. Provides guidance, advice and other personnel functions to personnel within assigned division. Undertakes secondary administrative duties such as film, library or mail officer. Performs

NEW CCDO OCCUPATIONAL DESCRIPTIONS

staff, training and administrative duties when ashore. Provides input into design, procurement and evaluation of ships and systems.

GED: 5 SVP: 7 PA: L 2 5 6 7 EC: B DPT: 1 3 4

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
2	<u>3</u>	<u>3</u>	<u>3</u>	4	4	4	4	4	4	4	4	4	9 6 2	4 0 Y

6116-140 ARTILLERY OFFICER (military)

Commands and co-ordinates activities of Canadian Forces personnel engaged in control of heavy guns to provide effective artillery support: Performs duties as described under master title, **01-320 OFFICER** (military). Plans, directs and controls deployment of field artillery and search or target acquisition systems. Performs calculations from survey and ballistics meteorology data to ensure target hits. Leads artillery crews in simulated battles on various types of terrain and under various weather and climatic conditions to train crew members physically and mentally for actual battle situations. Participates in formulation of equipment requirements and trials and evaluation of artillery equipment and techniques. Participates in formulation of concepts, and doctrine for future land operations. Counsels, trains and evaluates subordinate personnel.

GED: 5 SVP: 7 PA: M 5 6 EC: B 2 3 4 5 6 7 DPT: 1 3 8

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
2	<u>3</u>	<u>3</u>	<u>3</u>	3	4	4	4	4	4	4	4	4	9 6 2	4 8 0 Y

6116-150 INFANTRY OFFICER (military)

Commands and leads Canadian Forces infantry troops, and deploys assigned elements to ensure successful land operations: Performs duties as described under master title, **01-320 OFFICER** (military). Controls operation of combat and logistics vehicles, and directs movement of troops in combat areas. Controls use of and operates weapons systems such as range finders, radars, intrusion sensing devices and direct and indirect fire weapons. Leads soldiers in simulated battles on various types of terrain and under various weather and climatic conditions to train soldiers. Organizes and controls military and civilian groups in event of civilian emergencies such as military or natural disasters. Instructs regular and military troops in land and combined operations. Counsels, trains and evaluates subordinate personnel.

GED: 5 SVP: 7 PA: M 5 6 EC: B 2 3 4 5 6 7 DPT: 1 3 8

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
2	<u>3</u>	4	<u>3</u>	4	4	4	4	4	4	4	4	4	9 6 2	4 0 Y

6116-160 LOGISTICS OFFICER (military)

Directs and controls in assigned or specialized occupational area, activities of personnel engaged in providing supply, transportation, financial, administration or food services to Canadian Forces: Performs duties as described under master title, **01-320 OFFICER**

(military). Supervises activities of personnel engaged in providing supplies to all military bases, stations, ships and field operations including combat units. Directs activities of personnel engaged in receipt, storage and issue of supplies in warehouses. Administers air and ground transportation of personnel and material. Performs financial consulting services, management, auditing, and comptroller duties at Canadian Forces commands and bases, and supervises associated personnel. Directs activities of personnel engaged in providing food services for Canadian Forces. May perform other duties including providing dietetic services to military hospitals and other military installations.

GED: 5 SVP: 6 PA: S 5 6 EC: I DPT: 1 3 8

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
2	<u>3</u>	<u>3</u>	4	4	4	4	4	4	5	5			1 2	4 0 Y

6116-170 AIR WEAPONS CONTROL OFFICER (military)

Conducts surveillance of Canadian airspace, detects and identifies airborne objects, controls Canadian Forces airborne weapon systems for interception, and displays and reports tactical action information: Performs duties as described under master title, **01-320 OFFICER** (military). Supervises the operation of manual and automated radar systems. Interprets and analyzes information provided by automated system, and directs manned interceptors in semi-automatic environment. Co-ordinates warning and defensive measures with civilian and allied military services. Participates in operational testing of equipment and systems procedures to define system and equipment requirements and to formulate plans and programs.

GED: 4 SVP: 7 PA: S 5 6 7 EC: I DPT: 1 3 8

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	3	<u>3</u>	<u>3</u>	4	4	4	4	4	4	4	4	4	9 1 2	0 Y

6117-120 WEAPONS TECHNICIAN, SURFACE (military)

Supervises operators of surface guns onboard Canadian Forces ships, and tests, maintains and repairs guns: Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Supervises personnel engaged in operating surface guns, communication and alarm systems and ammunition hoists. Supervises personnel engaged in handling and storing ammunition in magazines. Supervises and co-ordinates activities of personnel engaged in preparation of guns for firing. Tests, maintains and repairs surface weapons, communications and alarm systems and ammunition hoists. Completes, submits and maintains documentation to request assistance and spare parts. Maintains historical records and submits monthly reports. Acts as member of ship's trials team and provides technical advice on surface and air weapons.

GED: 4 SVP: 7 PA: M 2 3 4 5 7 EC: B 5 6 7 DPT: 1 3 2

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	3	4	<u>3</u>	4	4	<u>3</u>	4	<u>3</u>	4	4			9 2	8 0 Y 5

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6117-130 WEAPONS TECHNICIAN, UNDERWATER (military)

Operates and maintains anti-submarine mortar and surface vessel torpedo weapons systems onboard Canadian Forces ships:

Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Loads and operates control system to launch mortars, working as member of anti-submarine (A/S) mortar crew. Loads and fires torpedoes, working as member of surface vessel torpedo tubes (SVTT) crew. Supervises activities of personnel engaged in hoisting ammunition from below-deck magazine. Opens valves to operate and control variable depth sonar (VDS) equipment. Tests, maintains and repairs A/S mortar, SVTT, VDS, and hoisting and conveyor systems. Records work performed and parts or components replaced. Stores and maintains mortar projectiles and torpedoes. Amends publications to reflect current status of ammunition and equipment.

GED: 4 SVP: 7 PA: M 2 3 4 5 7 EC: B 5 6 7 DPT: 1 6 2

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 4 <u>3</u> 4 4 <u>3</u> 4 <u>3</u> 4 4	9 1	8 0 Y

6117-140 FIRECONTROL TECHNICIAN (military)

Repairs and maintains gunnery and air weapons firecontrol equipment onboard Canadian Forces ships, and supervises activities of personnel operating firecontrol equipment:

Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Interprets schematics, and tests and repairs firecontrol systems such as radar, digital and analogue computers, and visual-designation systems. Maintains firecontrol systems and records maintenance performed, equipment histories, and replacement parts, components and materials ordered. Tests, tunes and modifies firecontrol systems and associated equipment. Aligns and tests weapons systems in conjunction with allied trades. Supervises activities of **6117-170 FIRECONTROL OPERATOR** (military).

GED: 4 SVP: 7 PA: L 2 3 4 5 6 7 EC: I 5 6 7 DPT: 2 3 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 3 <u>3</u> <u>3</u> 4 <u>3</u> 4 <u>3</u> 4 4	9 1	8 0 Y

6117-150 WEAPONS TECHNICIAN, LAND (military)

Maintains, repairs, overhauls and modifies land element weapons:

Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Diagnoses faults on land weapons ranging in size from pistols to large self-propelled artillery guns and tank weapons, and repairs weapons. Fires weapons to determine if repairs are required or to test repaired weapons. Inspects, dismantles, cleans and reassembles weapons. Operates engine lathes, shapers, milling machines, drill presses and engraving equipment to modify and repair weapons. Files, chips, scrapes, drills, solders and performs other repair

and maintenance work. Operates military vehicles up to 2½ tons capacity.

GED: 4 SVP: 6 PA: M 4 7 8 EC: I 5 6 DPT: 2 6 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 3 <u>3</u> <u>3</u> 4 <u>3</u> <u>3</u> <u>3</u> 5 4	9 1	8 0 Y

6117-160 WEAPONS TECHNICIAN, AIR (military)

Maintains weapons, missiles, pyrotechnics and detection devices on Canadian Forces aircraft:

Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Tests, repairs and modifies electrical, electronic, electro-mechanical, hydraulic, pneumatic and mechanical components of aircraft armament equipment. Advises officers of operational and combat readiness of aircraft weapons. Prepares and transports aircraft weapons by hand or using trolleys. Inspects, maintains and repairs electronic and mechanical test equipment. Assists in testing weapons, using methods such as Magnetic Particle Inspection (MPI) and Liquid Penetrant Inspection (LPI).

GED: 4 SVP: 6 PA: M 2 3 4 7 EC: B 5 6 DPT: 3 6 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 4 <u>3</u> 4 4 <u>3</u> <u>3</u> <u>3</u> 5 4	9 1	8 0 Y

6117-170 FIRECONTROL OPERATOR (military)

Operates and assists in maintenance of gunnery and air weapons firecontrol equipment onboard Canadian Forces ships:

Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Operates gunnery and air weapons firecontrol systems and associated equipment such as radar trackers and analogue and digital firecontrol computers to assist in identifying and plotting target courses. Assists in testing and maintaining firecontrol systems and associated equipment. Maintains records to account for action taken or required, and amends publications to reflect current status.

GED: 4 SVP: 6 PA: L 2 3 4 5 6 7 EC: I 5 6 7 DPT: 3 6 2

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 4 <u>3</u> 4 4 <u>3</u> 4 <u>3</u> 4 4	9 1	8 0 Y

6117-180 ARTILLERY SOLDIER (military)

Serves as member of field artillery crew of Canadian Forces:

Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Prepares charges, sets fuses and attaches fuses to projectiles. Adjusts gunner's quadrant, elevation scales, panoramic telescope, direct fire sight and sight-sockets to assist during sight testing. Reads maps, compass and survey instruments, takes and plots bearings and determines magnetic variation and compass error to locate targets. Deploys artillery equipment. Loads and fires artillery weapon delivery systems as directed. Strips and cleans cocking and firing mechanisms, examines, cleans and lubricates borés and chambers, strips, cleans and replaces components of breech and firing locks, and performs other maintenance. Receives and transmits

NEW CCDO OCCUPATIONAL DESCRIPTIONS

information, using radio and telephone equipment. Drives and operates wheeled and tracked vehicles associated with artillery weapons. Participates in on-going training programs such as misfire drills, damaged equipment drills and withdrawal-from-action drills. Assists in laying anti-personnel and anti-tank mines, and searches for and disarms mines.

GED: 3 SVP: 6 PA: VH 2 3 4 5 6 7 8 EC: O 2 3 4 5 6 7
DPT: 3 6 3

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
4	4	4	<u>3</u>	4	4	<u>3</u>	4	<u>3</u>	<u>3</u>	4			9 1	8 0 Y

6117-190 INFANTRY SOLDIER (military)

Serves as member of infantry unit in Canadian Forces:
Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Disassembles, cleans, reassembles, loads and tests weapons and equipment for movement and use in action. Takes position, computes firing data, and aims and fires personal weapons such as rifles and sub-machine guns, or platoon weapons such as general-purpose machine guns, anti-tank weapons and light mortars during training, combat or peace-keeping activities. Assists in co-ordinating fire and movement with that of allied units. Constructs ground obstacles and camouflages weapon positions and ground obstacles. Plants, arms, disarms and removes mines. Constructs shelters and trenches, using hand tools and explosives. Operates portable and vehicle-mounted radio sets. Drives jeeps, armoured personnel carriers, cargo-carrying trucks and other vehicles.

GED: 3 SVP: 6 PA: M 2 3 4 5 6 7 8 EC: O 2 3 4 5 6 7
DPT: 3 6 3

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
4	4	4	<u>3</u>	4	4	<u>3</u>	4	<u>3</u>	<u>3</u>	4			9 1	8 0 Y

6117-200 ARMoured VEHICLE CREWMEMBER (military)

Serves as member of armoured fighting vehicle (AFV) crew in land element of Canadian Forces:
Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Operates tanks, armoured personnel carriers and other military vehicles. Aims and fires AFV weapons, using fire-control equipment and sighting devices. Loads ammunition into vehicle stowage, and transfers ammunition into breach of main tank gun and other weapons. Conceals vehicles and positions, using camouflage equipment and techniques. Constructs field shelters, using hand tools. Undertakes decontamination action after vehicles and equipment have been exposed to contaminants. Operates vehicle's communications equipment. Maintains and repairs systems, weapons and communications equipment. Deploys land mines and demolition traps.

GED: 3 SVP: 6 PA: H 3 4 5 6 7 8 EC: I 2 3 4 5 6 7 DPT: 6 6 3

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
4	4	4	<u>3</u>	4	4	<u>3</u>	4	<u>3</u>	<u>3</u>	4			9 1	8 0 Y

6117-210 WEAPONS OPERATOR, SURFACE (military)

Loads, operates and assists in maintaining and repairing surface guns and air-defence missiles onboard Canadian Forces ships:
Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Loads surface guns and fills ammunition hoppers by hand or using mechanized ammunition hoists. Operates hoisting equipment to load missiles into launchers. Stores ammunition in magazines below decks and in ready-use magazines located at gun positions. Sights and fires guns and missiles. Assists in testing, repairing and maintaining guns and missiles. Assists in compiling requests for material and parts, equipment history sheets and registers.

GED: 3 SVP: 6 PA: M 2 3 4 EC: B 5 6 7 DPT: 6 6 4

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
4	4	4	4	4	4	<u>3</u>	4	<u>3</u>	4	4			9 1	8 0 Y

6117-220 WEAPONS OPERATOR, UNDERWATER (military)

Loads, operates and assists in maintaining anti-submarine mortar and surface vessel torpedo weapon systems onboard Canadian Forces ships:
Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Operates hydraulically-activated hoisting equipment and conveyors to hoist and load mortar ammunition, working as member of anti-submarine (A/S) mortar crew. Operates high-pressure air systems and torpedo-handling equipment to load torpedoes, working as member of surface vessel torpedo tube (SVTT) crew. Opens valves to operate and control variable depth sonar (VDS) equipment. Assists in testing, repairing and maintaining A/S mortar, SVTT, VDS and hoisting and conveyor systems and equipment. Maintains records indicating current status of ammunition. Amends publications.

GED: 3 SVP: 6 PA: M 2 3 4 EC: B 5 6 7 DPT: 6 6 4

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
4	4	4	4	4	4	<u>3</u>	4	<u>3</u>	4	4			9 1	8 0 Y

6120-142 STEWARD (military)

Operates and manages messes and retail outlets at sea and at Canadian Forces Bases:
Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Prepares light lunches and snacks, serves meals from steam tables. Mixes drinks, and performs other bar, table and party duties. Arranges for food and beverage service and serves food and drinks at formal occasions. Stocks supplies and maintains sales records.

GED: 3 SVP: 5 PA: L 5 6 EC: I DPT: 1 3 7

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	4	4	4	4	4	<u>4</u>	4	<u>4</u>	5	5			2 3	0 2 3

NEW CCDO OCCUPATIONAL DESCRIPTIONS

6121-123 WORKING SOUS-CHEF (cater. & lodg.)

Prepares and cooks food in hotels, restaurants and similar establishments, and supervises activities of cooks and other kitchen workers: Performs duties as described under master title, **01-250 SUPERVISOR, FOREMAN/WOMAN** (any ind.) and **6121-111 CHEF-COOK, GENERAL** (cater. & lodg.). Performs duties of Head Chef during absence of Head Chef.

GED: 4 SVP: 8 PA: L 4 5 6 EC: I DPT: 2 3 1

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	3	4	4	3	4	<u>3</u>	4	<u>3</u>	5	4			0 9 1	4 5 9 X

6121-125 COOK (military)

Prepares, seasons and cooks foodstuffs for military personnel onboard ship, on field exercises and at Canadian Forces Bases: Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Receives, stores and issues food supplies. Plans menus and estimates food requirements. Adjusts controls to regulate temperature and to control speed on kitchen equipment such as ovens, mixers, steam equipment, kettles, grinders and deep fryers. Sets up and operates field feeding equipment such as field stoves, immersion heaters, ice boxes and grease traps. Bakes, roasts, broils, grills, fries, poaches, stews, braises, boils, sautés and steams meats, fish, vegetables and other foods. Seasons foods during mixing or cooking according to personal judgement, experience and recipes. Observes, tastes and smells food being cooked to determine stage of cooking. Prepares, bakes or cooks desserts and other specialties. Prepares flight meals, field meals and box lunches.

GED: 4 SVP: 6 PA: L 4 EC: I DPT: 2 8 1

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	3	4	4	4	4	<u>3</u>	4	<u>3</u>	5	4			1 9 0	9

6121-144 CAMP COOK HELPER (cater. & lodg.)

Helps camp cook prepare and serve meals to residents of construction, logging, oil and gas field, and other types of camps, by performing any combination of the following duties: Washes, peels, seeds, cuts and trims vegetables and fruits. Cleans, cuts and grinds meats, poultry and seafood. Stirrs soups and sauces and tends other large cooking utensils on stoves. Prepares salads and desserts. Assembles box lunches for situations where camp residents eat at work site. Sets dining tables and announces and serves meal to camp residents. Removes dishes and cutlery from dining hall and scrapes, rinses and stacks dishes. Loads dishes on racks of dishwashing machine or hand washes dishes. Cleans work and dining area, sweeps and mops floors and removes garbage. Receives and stores food and kitchen supplies. May specialize and perform specific food preparation or service activities depending on size of camp and number of meals served. See also definition for term title, **02-160 HELPER** (any ind.).

GED: 2 SVP: 2 PA: M 4 EC: I DPT: 6 8 7

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
4	4	4	4	4	4	<u>4</u>	4	<u>3</u>	5	4			3 1	2 3

6125-127 FAST FOODS SERVICE WORKER (cater. & lodg.)

Serves customers in fast food restaurant: Greets customers and requests order. Depresses keys of multi-counting machine to simultaneously record order and compute charges. Selects requested food items from serving or storage areas and assembles items on serving tray or in take-out bag. Notifies food preparation personnel of shortages or special orders. Serves hot and cold beverages. Receives cash payments, makes change and honours promotional coupons. Replenishes counter supplies and keeps service area clean. May serve customers at drive-through window.

GED: 2 SVP: 2 PA: L 4 5 6 7 EC: I DPT: 5 7 7

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
4	4	<u>4</u>	4	4	4	<u>4</u>	4	<u>4</u>	4	5			2 3	2 3 5

6130-111 CAMP MANAGER (cater. & lodg.)

Directs and co-ordinates activities of workers concerned with preparing and maintaining buildings and facilities and with food preparation and service in construction, logging or other residential camps: Performs duties as described under master title, **01-180 MANAGING SUPERVISOR** (any ind.). Co-ordinates through other personnel or personally directs workers engaged in preparing and maintaining dining halls, living quarters and other facilities used by resident workers. Arranges for food preparation, food service and housekeeping staff. Schedules purchase and delivery of food and housekeeping supplies. Enforces safety and sanitation regulations.

GED: 4 SVP: 7 PA: L 5 6 EC: I DPT: 1 3 8

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
<u>3</u>	<u>3</u>	4	4	4	4	4	4	4	5	5			2 5	4 5

6130-115 CAMPGROUND MANAGER (cater. & lodg.)

Plans, organizes and directs the operations of a resort, destination, or en route campground, or recreational trailer park, on own or owner's behalf: Performs duties as described under master title, **01-180 MANAGING SUPERVISOR** (any ind.). Reviews and analyzes records to determine successful aspects of past camping seasons. Assesses trends and consumer preferences in the travel and recreational vehicle-camping industries to develop operational plan. Establishes length of camping season and determines what core amenities, recreational facilities and other guest services are to be provided. Develops daily, weekly and monthly maintenance schedules for staff and directs workers during opening and closing operations. Supervises **6139-108 CAMPGROUND ATTENDANT** (cater. & lodg.) engaged in registering guests and maintaining grounds, buildings and equipment. Maintains computerized or manual financial record system to provide detailed income and expense information. Manages occupancy rates using vacancy reporting and advance reservation-referral systems. Keeps guest registry. Greets guests, answers questions concerning local tourist attractions and events, and resolves complaints. Promotes campground using display signs, brochures, post cards, and magazine

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advertising, and makes presentations at travel and trade shows to attract guests.

GED: 4 SVP: 7 PA: L 5 6 7 EC: B DPT: 1 3 8

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>3</u> <u>3</u> <u>3</u> 4 4 <u>4</u> 4 4 4 5 5	2	1 4 5

6130-116 OUTPOST CAMP OPERATOR (amuse. & rec.; cater. & lodg.)

Plans, organizes, directs and controls the operations of hunting, fishing, canoeing or other outpost camp in remote location on own or owners behalf:

Performs duties as described under master title, **01-180 MANAGING SUPERVISOR** (any ind.), to provide accommodation, food and beverage, guiding and other related services to outdoors enthusiasts. Reviews operational records to establish length of season and to set guest rates. Advertises and promotes camp using direct mailing, newspaper and magazine advertising, government tourism directories and other methods to attract guests. Prepares party information sheets for returning groups and contacts individual guests to encourage repeat business. Makes reservations and maintains seasonal guest register. Keeps accounting records to determine net income and to identify profitable aspects of operation. Arranges fly in transportation for guests. Supervises camp workers engaged in providing housekeeping, food and beverage and maintenance services, and directs opening and closing operations. Recruits **3719-114 HUNTING AND FISHING GUIDE** (amuse. & rec.) to accompany and guide groups of visitors. Assists visitors to select and purchase appropriate sports clothing and gear. Procures hunting and fishing licences on behalf of guests. Plans maintenance schedules for buildings, boats and motors and all other mechanical and electrical equipment in camp.

GED: 4 SVP: 7 PA: L 5 6 EC: B DPT: 1 3 8

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>3</u> <u>3</u> <u>3</u> 4 4 <u>4</u> 4 4 4 5 5	2 5	1 4 5

6130-129 TOURIST HOME OPERATOR (cater. & lodg.)

Operates tourist home, bed and breakfast facility, small country inn, vacation farm or similar establishment to provide accommodation for travellers:

Meets regulated accommodation and safety standards to obtain operating licence or permit, and consents to periodic inspections by authorities. Decorates and furnishes accommodation facility according to personal tastes, to create individualized, relaxed atmosphere for travellers. Greets guests and keeps registry records. Changes linen and makes beds, cleans rooms, sanitizes bathroom and replaces expendable supplies. Maintains buildings, fences and driveways. Cares for grass, flowers and shrubs. Keeps financial records concerning business income and expenses. Plans and produces brochures, post cards, pictorial maps and other advertising items to promote establishment. Promotes local tourist attractions and events. Prepares and serves full or continental breakfasts in bed and breakfast establishments. See also term title and definition for **02-450 WORKING PROPRIETOR** (any ind.). May organize entertainment or recreational activities, such as,

hay and sleigh rides, farm tours, fishing, hiking and other similar activities to attract guests.

GED: 4 SVP: 4 PA: M 4 5 6 EC: B DPT: 1 6 7

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 <u>3</u> 3 4 4 <u>4</u> <u>4</u> 4 <u>4</u> 4 5	2	1 5 4

6139-108 CAMPGROUND ATTENDANT (cater. & lodg.)

Registers guests and maintains grounds, buildings and equipment in seasonal or year round campgrounds and recreational trailer parks:

Performs a variety of duties under the direction of **6130-115 CAMPGROUND MANAGER** (cater. & lodg.). Makes reservations, registers guests and furnishes information concerning local tourist attractions and events. Collects fees and issues receipt. Drives vehicle or patrols campground on foot to enforce rules and ensure well-being of guests and property. Washes and cleans public facilities, such as, washrooms, showers and laundry. Collects and disposes of rubbish at central garbage depot. Sprays and cleanses garbage depot and inserts digesters in septic tanks. Plants and maintains grass, flowers, trees and shrubs. Clears, rakes and grades trails and walkways. Maintains playground and sports facilities, such as, tennis courts, playing fields and swimming and boating areas. Prepares and distributes campfire wood. Performs maintenance duties, such as, painting fences and buildings, and servicing water pumps, pool chlorinators and other equipment on scheduled basis. May operate snow removal equipment.

GED: 3 SVP: 3 PA: M 3 4 5 6 8 EC: B DPT: 6 7 3

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>4</u> <u>4</u> <u>4</u> 4 4 4 <u>3</u> 4 <u>3</u> <u>4</u> 4	1 2 3	2 3

6141-112 CEMETERY MANAGER (pers. serv., n.e.c.)

Plans, organizes and directs operation of full service cemetery:

Performs duties as described under master title **01-180 MANAGING SUPERVISOR** (any ind.). Coordinates activities of office, sales, landscaping and maintenance staff directly or through subordinates. Advises individuals, families or their authorized representatives of cemetery services, such as, traditional ground burials, above ground crypts and cremations. Discusses advantages and costs for pre-arranging, perpetual caring and other service arrangements. Arranges services with **6141-110 FUNERAL DIRECTOR** (pers. serv., n.e.c.). Ensures that interments, cremations and all other procedures meet regulated guidelines. Prepares budgets and other financial statements. Plans new cemetery sections or subdivisions and determines land, landscaping and building requirements for future cemetery expansion. Negotiates land purchases and construction contracts. Assesses annual requirements and approves purchase of maintenance machinery and equipment. Keeps detailed operational records. Plans media advertising. Maintains wreath inventory and sells markers and inscriptions. Performs duties of **01-250 SUPERVISOR; FOREMAN/WOMAN** (any ind.) when directing operation of small, partial service cemetery.

GED: 4 SVP: 7 PA: M 5 6 EC: B DPT: 1 3 8

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>2</u> <u>2</u> <u>3</u> 3 4 3 4 4 4 5 4	2 5 6	1 4 7

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6142-120 RESIDENTIAL BOARDING HOME WORKER (pers. serv., n.e.c.)

Provides personal care to elderly and handicapped residents in private residential boarding home and performs housekeeping duties: Prepares and serves meals to residents. Washes dishes and cleans kitchen utensils and equipment. Assists residents to bathe and dress, and feeds residents, when required. Distributes medications according to written instructions provided by physician. Informs residents of recreational facilities in area and home routines concerning meal times, visiting privileges and curfew. Reminds residents of appointments and arranges for escorts. Reads, converses or plays games with residents. Reports behavioural problems to supervisor. Changes bed linen and makes beds. Launders bedding, towels and clothing of residents, and sorts and returns items to designated areas. Dusts and vacuums rooms and mops floors. Cleans and disinfects washrooms. May take inventory of bedding and towels, food and expendable supplies and provide list or record for supervisor.

GED: 3 SVP: 2 PA: M 3 4 5 EC: I DPT: 6 7 7

APT.	INT.	TEMP.
G V N S P Q K F M E C		
4 4 4 4 4 4 4 4 3 4 5	1 3	2 3

6142-134 HOUSESITTER (pers. serv., n.e.c.)

Keeps residence for absentee owner: Assumes responsibility for security of household and well-being of pets. Collects mail, newspapers and other delivered items to demonstrate that residence is occupied. Answers telephone and greets callers at door to take messages for owner and to deter criminal activity. Pays household bills, as arranged by owner. Sweeps and vacuums floors and carpets. Dusts and polishes furniture and cleans mirrors and light fixtures. Maintains gardens, lawns, flowers and shrubs, and cares for indoor plants. Keeps walkways and driveway free of snow and ice.

GED: 2 SVP: 2 PA: M 3 4 EC: B DPT: 6 6 7

APT.	INT.	TEMP.
G V N S P Q K F M E C		
4 4 4 4 4 4 4 4 3 4 5	1 3	2 3

6143-127 COLOUR CONSULTANT (pers. serv., n.e.c.)

Advises customers on the selection of harmonizing colours most becoming to their natural body tones, for fashion, glamour purposes: Seats customer in direct, natural light of studio, to best observe natural colour tones. Covers customer with white cloth and removes make-up to eliminate surrounding colour influences. Examines customers skin tone, hair colour(s), and lip and eye colours to determine natural primary tones. Decides whether body tones are either cool or warm, by comparing primary tones to master colour scheme. Matches corresponding colour samples to customers primary body tones. Hand picks colours that are best suited to customer and fashions a personal colour chart for customer's use in purchasing clothing, accessories and make-up. Books future appointments. Collects payment and cleans work

area. May advise customer on the selection and purchasing of clothing, accessories, make-up, and other fashion related items.

GED: 3 SVP: 3 PA: L 7 EC: I DPT: 3 7 8

APT.	INT.	TEMP.
G V N S P Q K F M E C		
4 4 5 4 4 4 4 4 5 3	2 3	9 5

6143-132 SUN-TAN STUDIO ATTENDANT (pers. serv., n.e.c.)

Serves customers in indoor sun-tanning establishment: Schedules appointments for repeat customers resulting from telephone or in-person contacts. Directs customers to private tanning rooms. Questions new customers concerning skin colour and the use of cosmetics and medications, to avoid negative skin reactions. Displays and demonstrates sun-tanning equipment to prospective customers. Discusses advantages of memberships and explains session fee schedule to promote service. Recommends and sells lotions and creams to enhance tanning and improve appearance of skin. Accepts cash and credit card payments. Cleans tanning equipment between sessions and keeps studio tidy. May offer related beauty treatment services to enhance the appearance of clients.

GED: 3 SVP: 3 PA: L 5 6 7 EC: I DPT: 6 5 7

APT.	INT.	TEMP.
G V N S P Q K F M E C		
4 4 4 4 4 4 4 4 5 4	2 3	2 3 5

6144-108 HISTORICAL INTERPRETER (amuse. & rec.; educ.; gov. serv.)

Portrays character at heritage site to re-enact and interpret work, life-style and other aspects of everyday life from a particular period in history:

Studies period and character to be portrayed to gain insight into role and to acquire knowledge of particular historical period. Wears period costume and accessories to achieve desired appearance and to enhance the experience of visitors while on site. Greets individuals and groups of visitors, introduces historical role and answers questions. Conducts guided tours. Re-enacts historical activities in character with role played, and conducts active interpretive demonstrations using knowledge of historical context. Describes artifacts and demonstrates how they were used. Participates in a variety of activities organized to exhibit aspects of community life to involve visitors in interpretive situation. Cautions visitors concerning treatment of artifacts, machinery, livestock, reproductions and buildings to protect site resources. Carries out emergency procedures in event of fire, theft or medical emergencies. May maintain grounds, buildings and equipment during off-season.

GED: 4 SVP: 4 PA: M 4 5 6 EC: B DPT: 6 4 4

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 4 4 4 4 3 4 3 4 4	2 6	5

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6144-122 GUIDE, HORSE-DRAWN SIGHTSEEING TOUR (pers. serv., n.e.c.)

Transports passenger(s) on horse-drawn sightseeing tours:

Drives horse-drawn vehicle, such as, caleche, sleigh or wagon. Picks up passenger(s) at start of route or when hailed. Assists passenger(s) to board and leave vehicle and collects fee. Pulls and slackens reins and gives oral commands to control movement of horse or team. Manipulates foot pedals to brake and negotiate turns and control vehicle. Points out historical landmarks and other points of interest along route. Provides commentary during tour and answers questions. Harnesses and hitches horse or team to vehicle. Follows designated route as specified by local authorities when operating vehicle in municipalities. Grooms, feeds and waters horse(s). May clean stable and spread fresh bedding of straw or shavings in stall.

GED: 1 SVP: 2 PA: M 2 4 5 7 8 EC: O DPT: 6 6 7

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
4	4	4	4	4	4	4	4	4	4	4	4	4	3 2	2 5

6191-109 CARETAKER, LIVE-IN (any ind.)

Cleans and maintains apartment buildings, condominium developments and other residential properties, while living-in on premises: Performs duties of **6191-110 JANITOR** (any ind.). Resides in building or development maintained, in residence provided by property owner.

GED: 2 SVP: 2 PA: H 3 4 EC: B DPT: 6 6 4

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
4	4	4	4	4	4	4	4	4	4	3	3	5	1 3	2 3

7183-110 TOBACCO CURER (agric.)

Controls heating equipment in tobacco kilns to cure tobacco:

Turns on electric, oil or gas-fired unit to heat kiln. Observes colour and moisture content of leaves, and adjusts temperature and draft controls to regulate drying and yellowing of leaves. Starts and regulates fan speed to control movement of heated air through tobacco leaves when bulk-curing kilns are used.

GED: 3 SVP: 4 PA: M 4 7 EC: B 3 7 DPT: 6 8 2

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
4	4	4	4	4	5	4	4	4	5	4			1 9	2 0 9

7197-112 CUSTOM HARVEST CREWSPERSON (agric.)

Operates self propelled combines and drives heavy trucks, as member of seasonal crew, to harvest a variety of crops on a contractual basis, as arranged by **7180-138 CUSTOM HARVESTER, GRAIN** (agric.): Drives transport trailer truck with oversized load to assigned destination, and unloads combines and attachments. Installs attachments such as cutting tables and pick-up tables to combines, using hand tools. Adjusts speed of cutters, blowers, conveyors and the height of cutting heads on combines, according to crop type, and field and

harvesting conditions. Installs and fastens wooden sides and end gates to flatbed of truck or trailer using hand tools, to construct a container to transport produce. Operates combine in field by manipulating hand and foot controls, by monitoring a control panel, and by making regular adjustments to equipment as harvesting conditions change. Manoeuvres transport truck alongside moving combine and hand signals operator to unload produce from combine into truck. Drives heavy truck over rough terrain, to transport produce to elevator or storage area. Dismantles box on trailer and loads, positions and secures combines and attachments, in preparation for move to next work site. Services and maintains machinery and equipment. May make in-field repairs, or arrange for mechanics to do repair work. May supervise and direct other crew members.

GED: 3 SVP: 5 PA: H 2 3 4 7 8 EC: B 5 6 DPT: 6 6 3

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	4	4	3	4	4	3	4	3	3	5			1 9	2 Y

7319-115 AQUACULTURE TECHNICIAN (fishing)

Rears fish or shellfish for replenishment of wildlife stocks or for commercial sale:

Performs duties pertaining to the raising of several species of fish and/or shellfish, as described under all or any of the following CCDO titles:

7319-114 FISH-HATCHERY TECHNICIAN (fishing); **7319-116 EEL-CULTURE TECHNICIAN** (fishing); **7319-117 LOBSTER-CULTURE TECHNICIAN** (fishing); **7319-119 OYSTER-CULTURE TECHNICIAN** (fishing).

GED: 4 SVP: 7 PA: M 3 4 7 EC: B 4 DPT: 1 8 4

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	3	4	4	3	4	4	4	3	5	4			9 1 7 0	9 0 Y 1

7319-116 EEL-CULTURE TECHNICIAN (fishing)

Rears eels on eel farm for commercial market:

Selects river sites for eel collection and nets young (glassy) eels during night operations. Transports glassy eels in tank truck to eel farm. Weighs and disinfects new eels in treatment tank prior to transfer to nursery ponds. Grinds and mixes ingredients to prepare food of appropriate type and quantity for eels held in each stage of development. Feeds and observes eels, noting abnormal conditions and signs of disease or distress. Catches elvers in dip-net at feeding time, and sorts by size for transfer between rearing ponds. Monitors water temperature and other factors such as pH, transparency and presence of plankton to ensure optimal environmental conditions are maintained. Adjusts valves and starts pumps to regulate water-flows and levels in tanks and ponds of culture system. Cleans tanks and ponds, replaces filters and removes debris and casualties. Mixes and dispenses appropriate chemicals, antibiotics or vitamins into water or food to treat disease in elvers and larger eels. Adds disease-preventative medicinal ingredients to food prior to hibernation and adjusts water levels in ponds to reduce winter kill. Opens drain gates to pools or operates seine to catch adult eels for market. Sorts, weighs and starves eels prior to packing alive with ice and water in plastic bags and boxes

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for shipping. Maintains grounds, ponds, buildings, tanks and equipment of eel farm.

GED: 4 SVP: 7 PA: M 3 4 7 EC: B 4 DPT: 3 8 4

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
<u>3</u>	3	4	4	3	4	<u>4</u>	<u>4</u>	<u>3</u>	5	4		9	7	1	0		9 0 Y 1	

7319-117 LOBSTER-CULTURE TECHNICIAN (fishing)

Rears lobsters in captivity for commercial market:

Obtains mature male and female lobsters from commercial sources for brood stock of culture system. Places lobsters in brood stock tanks, segregating males, females with eggs, and non-egg carrying females. Feeds brood stock according to schedule and adjusts valves and switches to regulate flow-rate and temperature of water. Observes brood stock and records molt frequency and size increase of lobsters with each molt. Selects and transfers male lobster to tank with molted female, returning male to regular holding tank after fertilization has occurred. Identifies and treats lobsters having disease, or diseased eggs, with chemicals or antibiotics in accordance with approved procedures. Examines eggs with microscope and adjusts temperature of water in tanks to regulate egg development according to schedule. Collects larvae in collecting baskets from brood tanks after hatching and transfers larvae to circulating pots in rearing tanks. Feeds larvae daily and maintains rearing system by adjusting water flow in circulators, regulating tank temperatures, cleaning filters and analyzing samples of water for quality. Observes larvae and records data such as number produced, duration of larval stages, physical damage to larvae and size of larvae at end of period. Transfers fifth stage larvae from circulators to post-larval tanks and on to juvenile tanks. Feeds young lobsters according to appropriate schedules, flushes tanks and regulates water flow and temperature. Moves partitions in tanks to adjust size of individual compartments as lobsters grow. Selects and prepares lobsters for shipping by chilling in processing tank, immobilizing large claws with rubber bands, and packing with ice in insulated boxes or in crates for shipment.

GED: 4 SVP: 7 PA: M 3 4 7 EC: B 4 DPT: 3 8 4

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
<u>3</u>	3	4	4	3	4	<u>4</u>	<u>4</u>	<u>3</u>	5	3		9	7	1	0		9 0 Y 1	

7319-119 OYSTER-CULTURE TECHNICIAN (fishing)

Rears and harvests oysters for commercial market:

Fabricates spat collectors from scallop shells and wire and builds supporting structures (fences). Submerges fences and spat collectors in water at selected spat-collecting sites, working from scow or boat. Monitors spat fall by periodically examining collectors at different locations and estimates yield of young oysters. Controls predators such as starfish by trapping, or adding chemicals to water in accordance with regulations. Separates young oysters from scallop shells and distributes oysters to selected areas or beds. Collects samples of brood stock by fishing oysters from bottom either mechanically, by hand, or scuba diving. Shucks samples and evaluates condition of brood-stock oysters for spawning. Assesses hydrodynamics of oyster-culture area, including speed and direction of currents and tide periodicity. Takes samples of plankton from water with sieve, analyzes samples in laboratory and estimates development of oyster larvae according to established standards. Records weather conditions, water temperature

and salinity and prepares bacterial cultures to check quality of water. Removes samples of oysters from beds and estimates population, size and grade of developing stock, based on knowledge of habitat and approved sampling techniques. Collects oysters from marketable areas and grades and packs for shipment. Maintains buildings, boats and equipment used in growing and gathering oysters.

GED: 4 SVP: 7 PA: M 3 4 7 EC: O 4 DPT: 1 8 4

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
<u>3</u>	3	4	4	<u>3</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>3</u>	5	4		9	7	1	0		9 0 Y 1	

7511-113 FORESTRY-CONSERVATION WORKER (forest. & log.)

Implements extended programs to regenerate forest areas and increase crop yields by planting seedlings, spacing young trees, controlling disease and insect infestations, slash-burning selected forest sites and fire-fighting:

Reads and interprets maps and aerial photographs to determine locations for forestry conservation work. Prepares old logging sites for future forest stands, working with crew to slash-burn wood debris and excess vegetation in order to clear space for growth of new seedlings. Controls and extinguishes fires during slash-burns using techniques such as; wetting-down with water and clearing fire-breaks to prevent spread of fire to adjoining forest, bridges or structures in area. Examines soil to determine composition and decide species of trees appropriate for sites to be replanted. Carries seedlings in planting bag and carefully selects spot for each planting. Makes hole in earth with mattock, inserts roots of seedling to correct depth and presses earth back with boot to complete planting. Cleans and weeds stands of seedlings and young trees to promote growth, using machete, power saw or herbicides to remove unwanted vegetation. Thins stands of immature trees to remove diseased, insect infested or deformed specimens and provide room for growth to desired size and quality. Gathers, sorts and labels cones to provide seed for future plantings. Leads forestry crew when fighting fires, selecting equipment and techniques suitable for effective and timely extinguishing of fires. Maintains tools, power saws, pumps, hoses, sprayers and other equipment. Inspects stands of young trees, evaluates growth and condition, and reports findings for possible corrective action. Visits logging sites to ensure all usable felled trees have been recovered. Completes activity records and prepares reports.

GED: 4 SVP: 5 PA: H 2 3 4 8 EC: O 4 5 6 DPT: 3 6 7

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
<u>3</u>	4	4	<u>4</u>	<u>4</u>	<u>4</u>	<u>3</u>	<u>4</u>	<u>3</u>	4	4		1	3	0			1 8	

7511-116 SILVICULTURE WORKER (forest. & log.)

Cultivates trees in support of long-term forestry programs directed toward regeneration of growth, increased crop yields, better wildlife habitat and improved forest environment:

Locates access roads, property boundaries and areas specified for forestry work by referring to maps and aerial photographs. Prepares sites for reforestation by manually removing debris and unwanted vegetation, or by exposing mineral soil with tractor-drawn scarifier. Scatters seed of desired species of trees over areas prepared for new forest stands. Transplants seedlings from nursery, following approved lay-outs and techniques and using implements such as shovels,

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mattocks and hand planters, or tractor-drawn planting equipment. Monitors growth in newly reforested sites, restocks failed areas and cuts and removes undesirable vegetation. Reports insect or disease infestations and mixes and applies pesticides and fertilizers, as directed. Selects and cuts unwanted species and diseased, damaged or surplus trees with a portable, powered clearing-saw to improve stands of young trees and free best trees for faster growth. Prunes branches from young trees to improve tree form and quality. Fights forest fires and protects against fire by building fire breaks and clearing brush. Operates motor-driven pumps, hoses, nozzles and other fire-fighting equipment. Selects seed trees and collects cones for extraction of seeds to be used in growing nursery stock.

GED: 3 SVP: 4 PA: H 3 4 7 8 EC: O 5 6 DPT: 6 8 4

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	4	5	4	4	4	<u>3</u>	4	<u>3</u>	<u>3</u>	5			1 3 9	1 3

7513-115 MOBILE-CHIPPER OPERATOR (forest. & log.)

Operates mobile chipping machine to reduce trees or logging residue into chips for pulpwood or fuel:

Drives and sets up machine at work site in logging area. Starts engine of chipper and manipulates boom and grapple by operating hydraulic hand and foot controls to pick up and sort trees from adjacent piles according to species and quality. Loads whole trees or logging residue such as, branches, tree tops or small logs into conveyor and feed-rollers of chipper, regulating feed rate according to speed of chipper cutters. Moves control lever to point output spout from chipper into box of truck or trailer for removal of chips from work site. Directs skidder or truck operators with hand signals when unloading trees or removing chips in vicinity of chipping machine. Saws large or malformed trees into pieces of manageable size for processing, using chain saw, and cleans debris from area. Lubricates, checks condition and adjusts machinery, using hand tools. Changes chipper knives, engine oil and filters according to maintenance instructions. Records operating times and details of maintenance work or repairs completed.

GED: 3 SVP: 4 PA: H 4 7 8 EC: O 5 6 DPT: 6 8 3

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
4	4	5	<u>3</u>	4	4	<u>3</u>	4	<u>3</u>	<u>3</u>	4			1 3 9	2 Y

7517-115 GRAPPLE-YARDER OPERATOR (forest. & log.)

Operates mobile grapple-yarding machine to haul logs from tree cutting site to loading area for removal from forest:

Moves hand and foot controls to drive and position yarder at landing site in logging area where logs will be yarded (gathered) and loaded onto trucks. Responds to hand or two-way radio signals from yarding crew. Moves controls of yarder to unwind and tighten cables during laying out of guidelines of yarder and setting of front lines used to support grapple and haul logs from cutting site. Picks up logs cut along haul line with grapple and moves logs to pile at landing. Changes direction of setting or moves yarder to new site when required. Cleans and greases yarder machinery and checks for condition and normal operation before starting shift. Makes minor repairs to equipment

using hand tools, and assists mechanics with major breakdowns, dismantling or repair work.

GED: 3 SVP: 6 PA: L 4 5 6 7 8 EC: I 5 6 DPT: 6 6 3

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	4	5	<u>3</u>	4	5	<u>3</u>	4	<u>3</u>	<u>3</u>	5			1 3 9	2 Y

7517-116 GRAPPLE-YARDER HOOKTENDER (forest. & log.)

Directs yarding (hauling) of logs from cutting site to truck loading area for removal from forest:

Selects best log recovery location for mainline and grapple of grapple-yarder logging system. Assists yarding crew during setting up of yarding machine and installation of rigging, using chain saw, axe and cable splicing, cutting and spiking tools. Checks condition of cables and rigging before each shift and replaces worn or damaged components. Directs grapple-yarder operator and crew on grapple movements, using hand signals or two-way radio. Monitors setting of chokers to recover logs beyond reach of grapple and checks area to ensure removal of all logs. Repositions mainline as required to extend area of yarding operation and assists in dismantling rigging for site changes. May operate bulldozer or backhoe in support of on-site activities.

GED: 3 SVP: 6 PA: H 2 3 4 6 7 EC: O 4 5 6 DPT: 6 6 4

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	4	5	<u>3</u>	4	5	<u>3</u>	4	<u>3</u>	<u>4</u>	5			9 1 3	4 Y

7710-128 OFFSHORE-DRILLING-RIG SUPERINTENDENT (oil & nat. gas)

Plans, co-ordinates and directs activities of crew members engaged in drilling operations on board offshore drilling platform or vessel:

Establishes priorities, organizes crew shifts and sets up training schedules. Reviews assigned drilling program, decides operational parameters and directs drill-crew accordingly. Co-ordinates functional and supporting activities of rig such as; those of stability control, subsea and drilling sections with work of casing and cementing crews. Organizes testing of well as drilling proceeds. Supervises use and operation of blowout preventer and associated equipment and ensures practice runs in blowout-prevention are held. Directs specialized activities such as; coring, fishing and working stuck tools in hole. Reads test instruments, performs well-control calculations, interprets data and makes decisions to respond to down-hole conditions. Ensures company drilling policies and well-control procedures are adhered to. Monitors rig stability data, stationing of rig over hole and weather outlook and advises stability control of impending operations or movement of material. Supervises testing and checking of rig, equipment, and systems to ensure structural and operational integrity are not in jeopardy. Directs maintenance programs and ongoing repair activities. Approves requisitions for materials and checks inventory to ensure economic utilization of equipment and supplies. Maintains up-to-date certifications and specified documentation for personnel,

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equipment and systems of rig. Prepares and submits operational reports and technical recommendations.

GED: 5 SVP: 8 PA: L 2 5 6 7 EC: B 5 6 DPT: 1 3 8

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>3</u> <u>2</u> <u>4</u> <u>3</u> <u>4</u> <u>4</u> <u>4</u> <u>4</u> <u>4</u> <u>4</u> <u>4</u>	9 1	4 9 0 8

7710-134 ASSISTANT OFFSHORE-DRILLING-RIG SUPERINTENDENT (oil & nat. gas)

Supervises and co-ordinates activities of crew members engaged in drilling operations on board offshore drilling platform or vessel: Performs duties similar to and provides shift relief for **7710-128 OFFSHORE-DRILLING-RIG SUPERINTENDENT** (oil & nat. gas). Sets up work details and training schedules for shift-crews. Co-ordinates activities of on-shift drill-crew and supporting staff of rig. Observes crew members and monitors progress of drilling to ensure correct procedures, appropriate well-control measures and operational techniques for rig are maintained. Supervises casing and cementing operations and other work such as testing of well and use of blowout preventer and associated equipment. Monitors stability data, loading of rig and weather forecasts and takes appropriate action to maintain adequate stability margin. Gathers data, makes well-control calculations and responds to drilling or down-hole situations. Reports incidents and consults with superintendent regarding unusual circumstances that arise during shift. Assists superintendent in directing inspections of rig, testing of systems, implementing of safety measures and correct usage of equipment, planning maintenance programs and operation of rig within company policies. Assists in providing other functions such as qualifying crew members, ordering supplies, requisitioning repairs to equipment, preparing records and reports and submitting recommendations regarding rig operations or conditions.

GED: 4 SVP: 7 PA: L 2 5 6 7 EC: B 5 6 DPT: 1 3 8

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>3</u> <u>3</u> <u>4</u> <u>3</u> <u>4</u> <u>4</u> <u>4</u> <u>4</u> <u>4</u> <u>4</u> <u>4</u>	9 1	4 9 0 8

7711-116 DRILLER, OFFSHORE DRILLING RIG (oil & nat. gas)

Operates drilling equipment to bore oil and natural gas wells from offshore drilling platform or vessel: Ensures appropriate tools, materials and parts are at hand and directs drill-crew in assembly and rigging up of equipment. Instructs crew members in correct techniques and safe use of machinery, well-control practices, blowout prevention and emergency procedures applicable to drilling at sea. Operates cathead (winch) from control station to provide torque for connecting sections of drill string pipe and casing. Moves controls of draw works to lower or raise drill string into or out of well. Observes pressure gauges and other panel instruments, interprets data and moves control levers and switches to regulate speed of rotary table and pressure on drilling bit at bottom of hole. Starts pumps and adjusts rate of circulation, consistency and pressure of mud (drilling fluid) in hole. Examines drilling samples from well to determine nature of rock strata being drilled and directs changing of drill bit according to condition of bit and strata encountered. Recovers lost or broken drill string parts from well by fishing with special tools on drill stem or cable. Lowers test instruments into well to check deviation or perform other tests. Directs periodic inspections and

servicing of derrick structure, draw works, manifolds, drilling fluid system, motion compensator and associated equipment of rig to ensure safety and reliability. Orders repairs or replacements for defective parts. Prepares daily reports of footage drilled, operational data pertaining to rig equipment and usage times, and maintenance and repair records.

GED: 4 SVP: 7 PA: M 2 4 5 7 8 EC: O 4 5 6 DPT: 3 6 2

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>3</u> <u>3</u> <u>4</u> <u>3</u> <u>4</u> <u>3</u> <u>4</u> <u>3</u> <u>4</u> <u>3</u> <u>5</u>	9 1	0 Y 4

7711-119 ASSISTANT DRILLER, OFFSHORE DRILLING RIG (oil & nat. gas)

Assists in assembly, operation and maintenance of drilling equipment used to bore oil and natural gas wells from offshore drilling platform or vessel: Assists **7711-116 DRILLER, OFFSHORE DRILLING RIG** (oil & nat. gas) with supervision and training of drill-crew in safe and efficient drilling techniques, well-control practices and emergency procedures for drilling at sea. Checks equipment, tools and supplies, and briefs crew before commencing drilling operations. Directs rigging, alignment and connecting of equipment for use. Leads drill-crew in running and retrieving drill-pipe, casing and subsea equipment. Provides short-term relief to driller at control station and to derrick-hand in derrick. Monitors mixing, circulation and treatment of mud (drilling fluid) and operation of mud pumps, valves and controls. Supervises inspection, maintenance and repair of draw works, rotary table and other drill-floor units. Interprets readings of control-panel instruments and makes drilling calculations. Gathers data and assists in maintenance of logs and records pertaining to equipment, or supplies used, and progress of drilling.

GED: 4 SVP: 7 PA: H 2 3 4 5 7 8 EC: O 4 5 6 DPT: 3 6 2

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>3</u> <u>4</u> <u>4</u> <u>3</u> <u>4</u> <u>3</u> <u>4</u> <u>4</u> <u>3</u> <u>4</u> <u>5</u>	9 1	4 0 Y

7711-120 SUBSEA EQUIPMENT ENGINEER, OFFSHORE DRILLING RIG (oil & nat. gas)

Monitors operation and directs maintenance of subsea equipment and wellhead gear on board offshore drilling platform or vessel: Supervises preparation and assembly of BOP (blowout preventer) stack and associated components before lowering of unit to seabed for latching to well-head. Checks seals, lines, gaskets and connectors, torques and bolts on equipment and applies hydraulic and hydrostatic tests. Co-ordinates operation and testing of BOP stack after batch-up, troubleshoots malfunctions during drilling operations and assists driller in retrieval of defective units for repair or overhaul on surface. Inspects components of riser pipe system and pressure tests choke and kill lines. Functionally tests mechanical components and pneumatic and hydraulic controls of diverter system, makes repairs and verifies system operation. Checks for proper operation of riser and guideline tensioners and oil levels, air pressure settings and condition of components such as sheaves, wireline, piston rods and seals. Calculates tensions and adjusts air pressures in tensioners to required levels. Prepares subsea well-head equipment for use, instructs crew in safe procedures with handling tools and assists driller in lowering, positioning and testing of wellhead gear on seabed. Tests and

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maintains subsea BOP control system, including repairing or replacing component parts such as, hydraulic accumulators, valves, pressure regulators, pumps, motors, hoses, piping and connectors as specified in technical manuals. Maintains equipment logs and preventive maintenance records and submits equipment status and failure reports.

GED: 4 SVP: 7 PA: M 4 5 7 8 EC: O 5 6 DPT: 2 3 4

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>3</u> <u>3</u> 3 4 4 4 <u>3</u> 4 <u>3</u> 4 5	1 9 0	4 0 Y

7711-136 DERRICKHAND, OFFSHORE DRILLING RIG (oil & nat. gas)

Guides lengths of drill-pipe from storage racks in upper section of derrick to drilling floor for coupling to or removal from drill string, and operates drilling fluid mixing and pumping equipment on board offshore drilling platform or vessel:

Checks safety lines and equipment before starting work from platform high in derrick. Positions and closes elevators (clamps) on top of drill-pipe sections during lowering and attachment to drill string when running pipe into well. Guides sections of drill-pipe into storage racks during removal of drill string from well and releases elevators from pipe. Operates controls of mixing equipment to prepare drilling fluids (mud) and chemicals of specified composition, consistency and quantity. Operates controls of mud pumps and valves to circulate mud as directed through mud-conditioning equipment. Lubricates, cleans, inspects and repairs pumps, valves, lines, connections and other components of drilling fluid system. Inspects, services and performs routine repairs to derrick and integral equipment. Maintains logs of drilling fluid characteristics, chemicals and mud usage, and maintenance and repair records for derrick and drilling fluid system. May take and weigh samples of drilling fluid, calculate quantities held and used and perform viscosity and other tests.

GED: 3 SVP: 6 PA: V H 2 3 4 8 EC: O 4 5 6 DPT: 3 6 4

APT.	INT.	TEMP.
G V N S P Q K F M E C		
4 4 4 4 4 4 4 <u>4</u> 5 <u>3</u> <u>4</u> 5	1 3	2 Y

7711-159 ROUGHNECK, OFFSHORE DRILLING RIG (oil & nat. gas)

Assembles and assists in operation of drilling equipment used to bore oil and natural gas wells from offshore drilling platform or vessel:

Hoses drill-floor clean and lubricates and checks drilling equipment for cracked or damaged parts before tripping (lowering or raising) of drill string in well. Assembles and disassembles casing and pipe sections, using hand and power tools. Guides lower end of suspended pipe length to end of drill string and clamps tongs or chain wrench around pipe to tighten or loosen threaded joints between sections. Sets wedges around drilling pipe at wellhead to prevent assembly from dropping into well during changes. Visually inspects derrick for loose or missing parts. Greases and checks equipment for wear or damage. Helps other crew members to disassemble and repair drilling

machinery and mud mixing and pumping equipment. Assists derrickhand in mixing and conditioning of drilling mud.

GED: 3 SVP: 4 PA: H 2 3 4 EC: O 4 5 6 DPT: 6 6 4

APT.	INT.	TEMP.
G V N S P Q K F M E C		
4 4 5 4 5 5 <u>3</u> 4 <u>3</u> 4 5	3 1	2 3

7711-163 ROUSTABOUT, OFFSHORE DRILLING RIG (oil & nat. gas)

Assists in unloading supply ships, moving and storing supplies, mixing drilling fluids, maintaining machinery and other general duties on board offshore drilling platform or vessel:

Secures lines and supply hoses from supply vessel to rig. Attaches slings, hooks or other gear for lifting or moving loads, as directed by crane operator. Guides loads to designated positions on deck. Moves supplies and equipment about deck or to storage area by hand or forklift truck. Loads and unloads cargo from helicopters. Dumps bags or pails of specified drilling fluid chemicals into hoppers of mud mixers, as directed by derrickhand. Helps with rig maintenance such as; painting, lubricating pumps and equipment, repairing machinery, and dismantling and reconnecting pipelines, using hand tools. Performs housekeeping duties about deck and drill-floor of rig.

GED: 2 SVP: 4 PA: H 2 3 4 EC: O 5 6 7 DPT: 6 8 7

APT.	INT.	TEMP.
G V N S P Q K F M E C		
4 4 5 4 5 5 <u>4</u> 5 <u>3</u> <u>4</u> 5	1 3	2 3

7711-174 SHAKERHAND, OFFSHORE DRILLING RIG (oil & nat. gas)

Assists in operation and maintenance of equipment used for mixing and re-conditioning drilling fluid on board offshore drilling platform or vessel:

Checks operation of mud pumping equipment used to circulate drilling fluid (mud) and de-sanding, de-silting and de-gassing units that clean, filter and remove drill cuttings from mud being returned from drill-hole. Dumps chemicals, as directed by derrickhand, into hoppers of mud mixing equipment to replenish or adjust composition of drilling fluids. Cleans out header boxes of shakers and repairs or replaces screens, cones and filters of mud-conditioning units. Drains and replaces lubricating oil in pumps, greases machinery with grease gun and completes other routine maintenance tasks such as, cleaning, washing and painting equipment. May take samples of mud and record weight, viscosity and specific gravity of each sample.

GED: 2 SVP: 3 PA: H 3 4 EC: O 5 6 7 DPT: 6 8 7

APT.	INT.	TEMP.
G V N S P Q K F M E C		
4 4 5 4 4 5 <u>4</u> 5 <u>3</u> 5 5	3 1	2 3

7713-119 DRILLER, WATER-WELL APPRENTICE (mining & quarrying)

Performs duties of 7713-118 DRILLER, WATER WELL (mining & quarrying) on a progressive basis according to training schedule. See also definition for term title, 02-010 APPRENTICE (any ind.).

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7719-147 MINER APPRENTICE (construction; mining & quarrying)

Performs duties of occupations such as: **7719-146 SHAFT MINER** (construction; mining & quarrying); **7719-148 RAISE MINER** (mining & quarrying); **7719-150 DRIFT MINER** (construction; mining & quarrying); **7719-152 COAL OR SOFT ROCK MINER** (mining & quarrying); and **7719-156 HARDROCK MINER** (mining & quarrying) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

8137-115 MOULDER, FOUNDRY APPRENTICE (iron & steel; non-ferrous metal)

Performs duties of **8137-114 SAND MOULDER** (iron & steel; non-ferrous metal) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

8155-224 QUARTZWARE FABRICATOR (glass; scient. & ind. equip., n.e.c.)

Fabricates, modifies and repairs quartzware products, used to carry silicon wafers through processing furnaces: Reads and interprets worksheets and detailed drawings to determine specifications. Cuts quartz tubing and rod material of various sizes, according to requirements, using wet cutoff saw or freehand method. Operates slotting and grinding machines to cut angles, slots and grooves in tubing, rod and plate material. Drills holes of various diameters in quartzware, using drill press. Fire polishes quartzware workpieces using double-headed torch to eliminate rough edges and bevel ends. Measures workpieces using micrometer and calipers, to verify dimensions. Welds quartz-to-quartz and quartz to other materials, using gas torches, fixtures, jigs and vacuum pump, to join and seal subassembly sections and fabricate final products. Cleans and degreases products, using heat or chemical processes. Heat treats product in annealing oven for specified period, to remove stress from structure. Inspects, identifies and tags new products. Reconditions and repairs products already exposed to production processing furnaces. Provides technical advice concerning physical and thermal properties of quartz. May recommend product design modifications.

GED: 4 SVP: 7 PA: L 4 7 EC: I 3 6 7 DPT: 3 8 1

APT.													INT.	TEMP.		
G	V	N	S	P	Q	K	F	M	E	C						
<u>3</u>	<u>3</u>	<u>4</u>	<u>3</u>	<u>3</u>	<u>4</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>5</u>	<u>4</u>			1	9	0	Y

8155-260 STAINED-GLASS WORKER (glass)

Cuts, forms and solders stained-glass to fabricate lamp shades, pictures and other products: Cuts glass according to pattern pieces using hand glass-cutting tool. Positions glass pieces on forming mould or on flat surface layout, according to product pattern. Adjusts controls of kiln and places forming moulds in kiln to melt glass into form of mould. Removes moulds from kiln and allows formed glass to cool. Applies adhesive copper foil to edges of glass pieces. Cuts and shapes lead strips required for soldering of product, using knife. Solders appropriate pieces of glass together with lead strips to form lamp shade, picture or

other product. Cleans finished product with acidic solution. Makes forming moulds, if required.

GED: 2 SVP: 3 PA: L 4 7 EC: I 6 DPT: 6 8 4

APT.													INT.	TEMP.				
G	V	N	S	P	Q	K	F	M	E	C								
4	4	4	<u>4</u>	4	5	<u>4</u>	4	<u>4</u>	5	4			1	3	9	2	0	Y

8179-112 OPERATOR, HEAVY WATER CHEMICAL PROCESS (chem., n.e.c.)

Operates and co-ordinates operation of continuous-systems units to extract heavy water from lake water in heavy water plant, and supervises activities of subordinate personnel: Moves controls to regulate timing and sequence of flow of liquids and gases through equipment. Monitors gauges, signals and recording instruments, and adjusts controls as necessary. Turns valves and moves controls to regulate temperature, pressure and flow of steam, coolant and hydrogen sulphide through system to extract heavy water. Performs emergency and planned shut-downs and start-ups of units. Controls equipment such as stripping and distillation towers, heat exchangers, reflux systems, water treatment equipment, and large valves, pumps, fans, blowers and compressors. Patrols area to inspect equipment for leaks and other hazards. Issues protective devices, and establishes safety procedures for maintenance activities. Prepares log of gauge readings, shift production, and equipment malfunctions. Supervises and instructs trainees. Directs workers to unload chemical shipments. Carries out safety procedures in event of a release of hydrogen sulphide to heavy water site or surrounding area. Directs and assists with activities of rescue personnel during emergencies.

GED: 4 SVP: 7 PA: L 2 4 5 6 EC: B 6 DPT: 1 3 2

APT.													INT.	TEMP.				
G	V	N	S	P	Q	K	F	M	E	C								
<u>3</u>	<u>3</u>	<u>3</u>	<u>2</u>	<u>3</u>	3	4	4	3	4	5			9	1	Y	0	4	8

8213-115 BAKER APPRENTICE (bake. prod.; cater. & lodg.; food & bev., n.e.c.)

Performs duties of **8213-114 BAKER** (bake. prod.; cater. & lodg.; food & bev., n.e.c.) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

8213-208 BAKE-OFF EQUIPMENT TENDER (bake. prod.)

Tends baking equipment to bake breads, rolls, cakes and other bakery products from frozen dough: Receives and stores frozen dough in freezer. Moves dough from storage to baking area, using push cart. Loads tray of frozen dough into retarder machine. Sets timer and operates machine for predetermined period to thaw dough. Removes tray, places tray in proofing oven and sets timer, to allow dough to rise according to recipe instructions. Removes dough from proofer oven. Sets baking oven temperature and timer controls, according to instructions, and loads trays into preheated oven. Observes temperature and pressure gauges to maintain oven heat and humidity at prescribed levels. Removes trays of baked goods, and places trays on tables and racks for cooling

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and packaging. Keeps production records. Maintains baking equipment. May display and sell bakery products in retail outlet.

GED: 2 SVP: 3 PA: M 4 7 EC: 1 6 DPT: 6 8 5

APT.	INT.	TEMP.
G V N S P Q K F M E C		
4 4 4 4 4 4 <u>4</u> <u>4</u> <u>3</u> 5 4	1 3 9	2 3 Y

8215-115 MEAT-CUTTER APPRENTICE (ret. trade; slaught. & meat pack.)

Performs duties of **8215-114 MEAT CUTTER** (ret. trade; slaught. & meat pack.) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

8217-111 FISH PLANT WORKER (fish process.)

Performs a wide variety of duties in small fish-processing plants to prepare fresh fish for market:

Unloads fish from hold of fishing vessel into containers or onto conveyor to move fish to sorting tables in fish-processing plant. Sorts fish into separate containers according to species, size and quality. Shovels crushed ice onto containers of sorted fish to maintain freshness. Operates forklift to move containers of fish to cutting and filleting tables and to perform other lifting and transporting duties around plant. Cuts, trims and cleans fish with knife, discarding head, fins, scales, and viscera, and washes away slime and blood. Cuts fillets from carcass of fish with knife and lays fillets on conveyor of skin-removing machine. Examines fillets on lighted table after skinning and cuts or scrapes away residual skin, parasites, stains and other imperfections. Packs fresh fillets in bulk containers with crushed ice, or places fish in retail packages for freezing prior to shipment. Removes head and part of backbone to split carcass of fish selected for preservation by dry-salting technique, or by pickling in brine. Spreads fish and salt in layers on trays and places trays in temporary cold storage, or places fish in sealed vats to marinate in brine. Removes salted fish from cold storage or from brine vats after curing and places fish on trays for dehydration in forced-air, heated drying chambers. Removes fish from drying chambers, packs fish in shipping containers for marketing and loads orders onto trucks. Cleans fish processing area after each workday, using water hose, brushes, broom and anti-bacterial detergent to disinfect premises. May load crushed ice and bait containers on fishing vessels in preparation for next catch by fishermen/women.

GED: 3 SVP: 4 PA: H 4 7 8 EC: 1 4 6 DPT: 6 8 3

APT.	INT.	TEMP.
G V N S P Q K F M E C		
4 4 5 4 <u>4</u> <u>5</u> <u>4</u> <u>4</u> <u>3</u> 5 4	1 3	3 Y

8226-111 FISH-ROE TECHNICIAN (fish process.)

Inspects fish roe to be marketed for human consumption before, during and after processing, advises processing plant personnel on grading and processing procedures to meet buyer's specifications, performs quality control tests, and ensures that processed roe complies with buyer's specifications:

Demonstrates techniques of removing roe from herring, salmon, pollock, lumpfish, capelin and other fish. Advises processing plant supervisory personnel on quality of roe purchased from roe extraction

plant or other sources. Advises supervisory personnel on primary processing of roe such as brine firming of herring and lumpfish roe, freezing procedures, and maximum storage times of salmon, pollock and capelin roe prior to secondary processing. Determines strength of brine solutions, proportions of chemical additives, salting times and temperatures required for secondary processing to preserve roe to buyer's specifications and advises supervisory personnel in application of these criteria. Instructs supervisory personnel and plant workers in criteria for grading roe. Inspects roe for proper grading according to buyer's specifications. Conducts chemical, physical and organoleptical (sight, smell, taste and touch) tests on roe to meet buyer's quality standards. Advises supervisory personnel on packing of roe.

GED: 4 SVP: 6 PA: L 4 7 EC: 1 7 DPT: 3 2 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 <u>3</u> 3 4 <u>3</u> 4 <u>3</u> 4 4 5 4	9 7 1	9 0 Y

8226-120 INSPECTOR-GRADER, FISH (fish process.)

Inspects samples taken from catch or load of fresh fish, assigns quality grades to batch lots from load to establish price for buying prior to processing, and examines samples of fish products after processing to allot grade and ensure satisfactory standards for marketing are maintained:

Chooses sampling plan and procedures to be used in examining and grading load. Identifies batch lots of homogeneous quality fish aboard fishing vessel or transportation vehicle and selects samples of fish at random from different batch lots in load, based on sampling plan being used. Carries or pushes samples in containers on dolly to grading area. Weighs individual fish to determine average weight in lot. Assigns quality grades within each lot in accordance with established standards. Calculates and records weight of each grade of fish aboard vessel or vehicle. Rejects portion of load which is below acceptable quality level. Calculates purchase price of load based on grades assigned and current prices. Examines frozen products at end of processing line for evidence of dehydration and nonconformities in frozen blocks of fish such as air pockets, ragged edges and embedded packaging materials. Records defects, estimates percentage of frozen product loss and assigns grade according to defects found. Examines defrosted or fresh samples of fish products by viewing on a lighted candling-table and by smell, touch and taste to detect uncharacteristic odours, foreign matter such as bones, scales, and roe, bruises or colour abnormalities, improper texture and other faults. Counts defects in measured areas of samples to determine frequency of occurrence. Records defect points allotted and ascertains if total points exceed specified defect tolerances. Assesses intrinsic quality factors and assigns grades to sample units of product. Rejects units which exceed total allowable defects in each grade. Records results on grading documents.

GED: 3 SVP: 6 PA: M 2 4 7 EC: B 2 4 7 DPT: 6 8 7

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>3</u> 4 <u>3</u> 4 <u>3</u> 4 4 4 <u>3</u> 5 <u>3</u>	9 1	9 Y

8311-111 TOOL AND DIE MAKER APPRENTICE (mach., weld. & forg.)

Performs duties of occupations such as: **8311-110 TOOL AND DIE MAKER** (mach., weld. & forg.); **8311-118 DIE MAKER, BENCH,**

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STAMPING (mach., weld. & forg.); **8311-122 DIE MAKER, WIRE-DRAWING** (mach., weld. & forg.); and **8311-130 TOOL MAKER, BENCH** (mach., weld. & forg.) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

8311-112 MOULD MAKER (mach., weld. & forg.)

Sets up and operates machine tools to cut out and finish parts for compression, transfer or injection moulds used to form products from plastic or other materials:

Studies drawings and specifications, visualizes product and computes dimensions and tolerances for machining mould. Makes sketches and plans sequence of operations, applying knowledge of mouldmaking, metallurgy, shop mathematics and metal machining methods. Selects and cuts out rough stock for mould block and squares workpiece to specified dimensions with surface grinder. Drills holes in mould block for guide pins with drill press and saws block into halves, using power saw. Selects contour templates and clamping devices and mounts mould block halves on table of milling machine. Sets up and starts machine to cut out metal and form cavities of desired shapes in mould blocks for article to be moulded. Drills holes in mould block for passage of coolants, steam or injection materials during moulding process. Finishes surfaces of mould by grinding, polishing or etching to impart desired texture on mould articles and accurately fit together mating surfaces of mould blocks. Checks dimensions of workpiece during machining process and of finished mould with precision measuring instruments. May heat treat completed moulds according to specifications. May operate numerically-controlled machines to cut out and shape material for mould blocks.

GED: 4 SVP: 7 PA: M 4 7 EC: I 6 DPT: 2 8 0

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	3	3	2	2	4	3	3	3	4	5			9	1 0

8313-115 PATTERNMAKER, METAL APPRENTICE (mach., weld. & forg.)

Performs duties of **8313-114 PATTERNMAKER, METAL** (mach., weld. & forg.) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

8313-148 MACHINIST (military)

Sets up and operates lathes, milling machines, shapers and grinders to make or repair parts and components on aircraft, vehicles, ships and other equipment of Canadian Forces:

Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Operates lathes, milling machines, shapers and grinders to machine and repair items composed of base metals, alloys, castings and synthetic materials [**8313-154 MACHINIST, GENERAL** (mach., weld. & forg.)]. Inspects components, and parts visually and using methods such as magnetic particle inspection or liquid dye penetrant. Installs, calibrates, repairs, modifies and maintains workshop equipment and tools. Paints workshop equipment. Prepares reports and statistical returns to account for labour and materials. May perform other duties including

designing and building unique parts for modification to military equipment.

GED: 4 SVP: 7 PA: M 4 7 EC: I 5 6 DPT: 2 8 0

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	3	3	2	2	4	3	3	3	5	4			1	9 0

8313-151 MOTOR-VEHICLE-MACHINIST APPRENTICE (mach., weld. & forg.)

Performs duties of **8313-150 MACHINIST, AUTOMOTIVE** (mach., weld. & forg.) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

8313-153 NC MACHINIST (mach., weld. & forg.)

Sets up and operates computerized numerical control machine tools to produce workpieces in accordance with specifications:

Performs duties of **8313-154 MACHINIST, GENERAL** (mach., weld. & forg.), but employs computerized numerical control machines. Interprets set-up and tooling sheets and examines engineering drawings. Installs work holding devices, such as, jigs, fixtures, vices and chucks, and aligns machine tool with fixture. Loads part program into controller. Checks offset display system to ensure that input offsets match those displayed. Loads workpiece to be machined in work holding device according to set-up instructions. Activates machine to produce sample part, inspects part and adjusts tooling accordingly. Depresses NC machine control panel switches and buttons to activate machine for production. Adjusts coolant flows and monitors tooling for wear and deterioration. Checks workpiece quality, dimension and finish, using measuring and inspection equipment. Monitors machine and control functions as they apply to pressures, power, temperatures and capacity. Inputs additions, deletions and changes to program data on keyboard. Checks machine lubricant and coolant levels, changes filters and cleans machine tape reader to maintain NC machines. May set up NC metal cutting machine tools to prove out a new program.

GED: 4 SVP: 7 PA: M 4 7 EC: I 5 6 DPT: 2 8 0

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	3	3	2	2	4	3	3	3	5	4			1	9 0

8313-155 MACHINIST APPRENTICE (mach., weld. & forg.)

Performs duties of **8313-154 MACHINIST, GENERAL** (mach., weld. & forg.) on a progress basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

8319-151 SAW-REPAIRER APPRENTICE (mach., weld. & forg.)

Performs duties of **8319-150 SAW REPAIRER** (mach., weld. & forg.) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

NEW CCDO OCCUPATIONAL DESCRIPTIONS

8333-116 **PRECISION METAL FABRICATOR** (metal stamp., & coat.)

Fabricates to close tolerances custom ordered sheet-metal products or parts such as; chassis and cabinets for electronic equipment, aerospace components or hospital and restaurant equipment:

Reviews and refines customer's drawings to meet requirements for production of parts, making allowances for bending, clearances and fitting to other assemblies. Determines sequence of operations for cutting out, forming, finishing and assembling of parts. Prepares bill of materials for ordering metal stock and hardware. Collects materials, lays out work according to drawings and instructions and passes stock to shear tenders for cutting to sizes specified for each item. Marks parts for next stage of cutting, or punching, notching, bending, forming or welding as work progresses. Checks set up of machines, dimensions of parts, relationship of notches, holes, mounting faces and bracketry at each stage of fabrication and assembly, using verniers, calipers, surface table, micrometers, scales, square, protractor or other measuring instruments to ensure tolerances are not exceeded. Sends assembled items to cleaning area for grinding, sanding and finishing before plating or painting. Inspects completed products prior to delivery. May enter data such as, line-lengths, angles, hold-sizes and positional co-ordinates into computer to check accuracy of dimensions, or to prepare data sheets or punched tapes for use with numerically controlled shears, brakes, punch presses or other power operated machines. May operate shop equipment, if required to expedite production of customer's order.

GED: 4 SVP: 7 PA: M 3 4 7 8 EC: I 5 6 7 DPT: 2 6 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 3 <u>2</u> <u>3</u> 4 <u>3</u> <u>3</u> <u>3</u> 4 5	9 1 0	0 Y 1

8333-119 **SHEET-METAL-WORKER APPRENTICE** (construction; metal stamp., press. & coat.)

Performs duties of **8333-118 SHEET-METAL WORKER** (construction; metal stamp., press. & coat.) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

8333-120 **METALS TECHNICIAN** (military)

Fabricates, assembles, installs and repairs sheet metal and synthetic materials for aircraft, land vehicles and support equipment used by Canadian Forces:

Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Plans and develops layouts on sheet metal, and marks reference points for shaping and forming. Sets up and operates machines such as shears, brakes, punches, rollers and drill presses to cut, bend, punch, roll, drill and straighten metal. Hammers metal over anvils, blocks or forms to conform to blueprints, drawings or other specifications. Welds metal parts together, using oxy-acetylene, electric arc, inert gas, and other resistance-welding techniques, or solders or rivets metal together. Files or grinds seams, joints or burred edges. Assembles and installs sheet metal and synthetic materials. Makes and repairs fluid, and gas lines and control cables, using tube-bending equipment, flaring tools and swaging equipment. Repairs oil and fuel tanks, water tanks and radiators. Prepares reports and statistical returns to account for labour and

material used. Operates metal-cleaning, heat-treating and plating baths. Operates light vehicles or ground support equipment.

GED: 4 SVP: 7 PA: M 2 3 4 7 8 EC: B 5 6 DPT: 3 8 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 3 <u>2</u> <u>3</u> 4 <u>3</u> 3 <u>3</u> 4 4	1 9 0	0 Y

8335-112 **WELDER, DRILLING RIG** (mach., weld. & forg.)

Fits and welds metal parts to assemble, modify or repair structures, machinery, tanks, pressure vessels, piping or other components on board drilling platform or vessel at sea:

Examines workpiece or drawings, plans operation and decides type of welding to use, applying knowledge of geometry, physical properties of metals, effects of heat, welding techniques and safety procedures for welding on board drilling vessel. Lays out, aligns and fits pieces or assemblies together, using scale, square, straightedge, scribe and chalk. Cuts out and shapes or trims parts with cutting torch, saws, files and grinders. Clamps, bolts or tack-welds parts into position for welding. Selects and sets up welding equipment and completes welds, using electric arc, gas shielded arc, submerged arc or gas torch, as best suited to job. Brushes, chips or grinds off excessive weld, slag or splatter. Welds broken tools or machinery parts and adds welding metal to worn or damaged areas to make repairs. Maintains inventory of welding supplies and equipment. May heat and anneal workpieces after welding to relieve internal stresses.

GED: 4 SVP: 7 PA: H 2 3 4 7 EC: B 5 6 7 DPT: 3 8 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 4 3 <u>2</u> <u>2</u> 4 <u>3</u> 3 <u>3</u> 4 5	1 9 0	Y

8335-115 **WELDER APPRENTICE** (mach., weld. & forg.)

Performs duties of occupations such as: **8335-114 WELDER-FITTER** (mach., weld. & forg.); and **8335-126 WELDER, COMBINATION** (mach., weld. & forg.) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

8335-119 **LASER-BEAM WELDER** (mach., weld. & forg.)

Operates laser-beam welding machine to weld small metal parts on production basis:

Reviews instructions on workorder for welding of batch of parts. Secures parts of workpieces in jigs or fixtures for welding. Selects operating modes of welding machine for particular application and makes adjustments such as, power settings, intensity and direction of laser beams. Sets controls to provide flow of specified gases over weld area of parts to prevent oxidation, dissipate wastes and facilitate clean work. Adjusts machine controls to align previously positioned parts, using microscope to set location. Observes weld area in microscope and presses control to make weld. Removes parts from holding fixtures and inspects welds for condition and adherence to specifications. May move or rotate workpiece manually to make seam-weld or series of spot-welds. May operate numerically-controlled machine that

NEW CCDO OCCUPATIONAL DESCRIPTIONS

sequentially positions workpieces and activates programmed laser-beam drilling, cutting, welding or heat-treating operations.

GED: 4 SVP: 6 PA: L 4 7 EC: I 6 7 DPT: 3 8 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>3</u> 3 4 <u>3</u> <u>3</u> 4 <u>3</u> <u>3</u> <u>3</u> 5 4	9 1	Y 0

8335-120 WELDER, PIPELINE (construction)

Operates arc welding equipment to weld large diameter pipe ends together during construction of oil and natural gas pipelines:

Selects electrode rods according to type and thickness of pipe metal or specifications, and gives instructions regarding welding operations to helper. Signals helper to adjust welding machine controls to give required amperage and voltage output or sets machine controls before welding. Strikes rod on abutted pipe ends and guides rod, using downhand welding procedure, along joint at required arc length, angle, speed and motion to produce fusion of metal for first weld (stringer bead). Examines weld for size of bead and penetration and ensures that slag or other irregularities are removed between welding passes. Welds over stringer bead to build up additional strength in weld before weld cools (hot pass). Welds over hot pass weld in successive passes (filler bead, cap bead) required to fill in and fuse space between pipe ends.

GED: 3 SVP: 7 PA: L 2 3 4 7 EC: O 2 6 7 DPT: 6 6 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 3 <u>3</u> <u>3</u> 5 <u>3</u> 4 <u>3</u> 4 3	9 1	0 Y

8335-148 FLASH BUTT WELDING MACHINE OPERATOR (mach., weld. & forg.)

Operates automatic flash butt welding machine to fuse metal parts, often fabricated from exotic metals, according to specifications:

Reads job data sheet prepared by **8335-334 WELDING TECHNICIAN** (mach., weld. & forg.) to determine machine settings required. Sets flash butt welding machine controls according to job sheet specifications. Adjusts flow control valve and velocity control device, using allen wrenches. Compares machine settings to job sheet information to avoid inputting errors. Actuates machine controls on floor console to gradually warm machine and raise hydraulic oil pressure. Mounts and centres part in jaws of holding clamp and depresses foot pedal to lock part securely in place. Lines-up interface surfaces of part to flush position using hammer. Manipulates console controls to automatically bend and force ends of part into precise position. Activates power control to commence automatic welding cycle. Observes and listens to cycle sequence from position behind protective shields, to detect irregularities. Removes part and visually examines weld to detect misalignments or other welding surface inconsistencies. Cleans and lubricates welding machine.

GED: 3 SVP: 5 PA: M 4 6 7 EC: I 6 DPT: 6 8 2

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>3</u> 4 4 <u>3</u> <u>3</u> 4 <u>3</u> 4 <u>3</u> 4 4	1 9	Y 0

8335-344 WELDER HELPER, PIPELINE (construction)

Helps welder engaged in welding pipe ends together during construction of oil and natural gas pipelines:

Strings welding cables. Starts welding machine, and adjusts machine controls as directed by **8335-120 WELDER, PIPELINE** (construction). Maintains supplies such as welding rods, grinders and brushes. Cleans pipe joint levels preparatory to welding. Hands rods to welder. Cleans slag from welds using grinders, ice-picks and brushes. Erects windboards, umbrellas and other shelters to protect welder from adverse weather conditions. Moves welding equipment between welds. See also definition for term title, **02-160 HELPER** (any ind.). May perform other tasks including assisting pipe gang welding and tie-in crews.

GED: 2 SVP: 3 PA: M 2 3 4 EC: O 2 6 DPT: 6 8 7

APT.	INT.	TEMP.
G V N S P Q K F M E C		
4 4 4 4 4 5 4 4 <u>3</u> 4 5	1 3 9	2 3

8337-111 BOILERMAKER APPRENTICE (struc., plate & ornam. metal)

Performs duties of **8337-110 BOILERMAKER** (struc., plate & ornam. metal) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

8337-119 BOILERMAKER, ERECTION AND REPAIR APPRENTICE (struc., plate & ornam. metal)

Performs duties of **8337-118 BOILERMAKER, ERECTION AND REPAIR** (struc., plate & ornam. metal) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

8337-151 SHIP'S PLATER APPRENTICE (ship & boat bldg.)

Performs duties of **8337-150 STEEL-PLATE SHAPER** (ship & boat bldg.) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

8355-111 WOODWORKING-MACHINE SET-UP APPRENTICE (furn.; woodworking)

Performs duties of **8355-110 WOODWORKING-MACHINE SET-UP OPERATOR** (furn.; woodworking) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

8513-115 TRUCK-TRAILER BUILDER APPRENTICE (motor vehicle)

Performs duties of **8513-114 TRUCK-TRAILER BUILDER** (motor vehicle) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

NEW CCDO OCCUPATIONAL DESCRIPTIONS

8526-132 AUTOMOBILE ENGINE TESTER (motor vehicle)

Tends computerized equipment to test new automobile engines:

Performs duties similar to those of **8526-122 ENGINE TESTER** (motor vehicle), but uses automated computer test equipment. Monitors automatic loading of newly assembled engines into testing stands, via conveyor. Observes as engines are automatically connected to exhaust, fuel, electrical and other connector lines, and simultaneously started. Walks along test stands and examines engines for oil, water or fuel leaks. Listens to operating engines during testing cycle to detect irregularities. Operates computer keyboard to call up and verify tolerance test readings on testing stand video screen. Enters engine and pallet identification numbers, and types failure codes on keyboard, if applicable. Depresses acceptance or rejection keys on keyboard to automatically route engine(s) to shipping or repair station, via conveyor.

GED: 3 SVP: 3 PA: L 4 7 EC: I 5 6 DPT: 6 8 5

APT.	INT.	TEMP.
G V N S P Q K F M E C		
4 4 4 4 4 4 <u>4</u> 4 4 4 5	1 3 9	2 0 Y

8530-138 CHIEF ELECTRICIAN, DRILLING RIG (electric.equip.; electronic equip.)

Supervises and co-ordinates activities of workers engaged in operating, maintaining and repairing electrical power generating and distributing systems, electronic control and computer systems, dynamic-positioning units and other electrical and electronic equipment on board platform or vessel engaged in drilling for offshore oil and natural gas deposits:

Monitors operation and co-ordinates maintenance of electrical power generation, rectification and distribution equipment to ensure adequacy of power for propulsion, station-keeping, drilling operations and other functions on vessel. Plans work, instructs staff and implements preventive maintenance programs to ensure electrical and electronic equipment of rig is properly and safely operated and maintained. Identifies abnormal conditions; gathers data from technical manuals and diagrams, control panels and test instrumentation, recorded data tapes and computer printouts; reaches conclusions and takes corrective action. Directs **8533-124 RIG ELECTRICIAN** (electric. equip.) in servicing and repair of generators, transformers, rectifiers, protective devices, switch gear, wiring and controls for supplying electrical power to vessel and equipment. Supervises **9159-119 DYNAMIC-POSITIONING OPERATOR, DRILLING RIG** (oil & nat. gas; water trans.) in operation of computerized station-keeping system, ensures computers and environmental positioning sensors are operational and electrical power system can meet operational demands. Observes operation, with **9159-121 DATA-MANAGEMENT-SYSTEM WATCHSTANDER** (oil & nat. gas; water trans.), of data management system and arranges for servicing or repair of malfunctioning components in power generation or service systems. Supervises **8535-105 ELECTRONIC TECHNICIAN, DRILLING RIG** (electronic equip.) in maintenance of radio-communications systems, computerized blowout preventer controls, drill re-entry television and sonar, fire and combustible gas alarm systems, solid state circuitry for motor controls and other electrical and electronic devices. Directs servicing and repair of electrical components, wiring and controls for operational units such as, anchor winches, thrusters, ballast pumps and valves, compressors, drilling equipment and drawworks. Supervises maintenance and repair of refrigeration, air-conditioning, heating, domestic water and sewage disposal systems, lighting and other utility systems. Ensures maintenance records, equipment logs and parts requisitions are prepared. Prepares technical

reports on activities and performance of equipment. May assist technicians in testing and repairing of malfunctioning equipment.

GED: 5 SVP: 8 PA: S 5 6 7 EC: I 1 3 8

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>2</u> <u>2</u> 3 <u>3</u> <u>3</u> 4 3 4 3 4 4	9 1	4 0 Y

8533-111 INDUSTRIAL-ELECTRICIAN APPRENTICE (electric. equip.)

Performs duties of **8533-110 ELECTRICAL REPAIRER** (electric.equip.) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

8533-112 ELECTRICAL TECHNICIAN (military)

Maintains electrical-power-generating equipment and distribution systems onboard Canadian Forces ships:

Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Maintains main propulsion auxiliary equipment such as motors, heaters, electrically-powered-control equipment, and main and auxiliary boilers. Maintains electrically-operated systems such as refrigeration and cooling, fire-fighting, fresh water distilling and electrical generating and lighting systems. Dismantles, repairs, reassembles and tests power-generating and distribution systems. Observes dials, gauges and lights, and monitors operation of electrical systems and main electrical switchboard. Compiles reports and returns.

GED: 4 SVP: 7 PA: L 2 3 4 7 EC: I 5 6 DPT: 2 6 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 3 <u>2</u> <u>3</u> 4 <u>3</u> 3 <u>3</u> 4 4	1 9	0 Y

8533-116 MARINE ELECTRICIAN (military)

Operates and maintains electrical-power-generating equipment and distribution systems onboard Canadian Forces ships:

Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Operates electrical systems and equipment such as battery chargers, emergency battery supplies, cathodic protection devices, auxiliary power supplies, degaussing equipment, static inverters and gyrofin stabilizers. Operates electrical switchboard to control frequency, voltage and loading of generators, and to transfer electrical load from generator to generator. Shuts down generators for maintenance and other purposes. Opens and closes switches to control power and lighting distribution. Reads and records meter readings hourly. Tests, maintains and repairs electrical-distribution systems, motors, fans, fire pumps, refrigeration systems, electrical generators and switchboards.

GED: 4 SVP: 7 PA: M 3 4 5 6 7 EC: I 6 DPT: 2 6 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 3 <u>2</u> <u>3</u> 4 <u>3</u> 3 <u>3</u> 4 4	1 9	0 Y

NEW CCDO OCCUPATIONAL DESCRIPTIONS

8533-124 RIG ELECTRICIAN (electric. equip.)

Operates, maintains and repairs electrical power generation, conversion, distribution and control systems and other electrical equipment on board drilling platform or vessel at sea:

Sets up switchboard prior to start up of generators, making selections for mode of operation, distribution and control of power output. Observes control panel instrumentation and operates switchboard controls to regulate frequency, voltage and loading of generators, and to distribute power between user systems of vessel and drilling rig. Refers to electrical diagrams and technical manuals, makes electrical calculations and performs tests on electrical apparatus to identify and locate faults in defective components or systems. Co-ordinates testing, repair and preventative maintenance work to integrate with other rig activities. Shuts down, dismantles, repairs, reassembles and tests electrical systems and equipment, using hand and power tools, test meters and oscilloscope. Maintains transformers, high-voltage switch gear, protective devices and alarm circuits. Tests and repairs electric motors and repairs or replaces defective wiring to equipment. Maintains refrigeration, air-conditioning and heating systems, galley appliances, water heaters, lighting, sewage disposal and other domestic units. Services and repairs electrical components of operational equipment such as, anchor winches, thrusters, elevators, external lighting, beacons, storage batteries and cathodic protection devices. Makes entries in log books, records preventative maintenance activities and parts used, and submits reports.

GED: 4 SVP: 7 PA: M 2 3 4 5 6 7 EC: B 5 6 DPT: 2 6 1

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>4</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>4</u>	<u>4</u>			1 9	0 Y

8533-127 APPLIANCE-REPAIRER APPRENTICE (electric. equip.)

Performs duties of **8533-126 REPAIRER, MAJOR APPLIANCE** (electric. equip.) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

8534-123 LASER-TRIMMER OPERATOR (electronic equip.)

Operates computerized laser-trimming system to trim excess material from electronic components, according to predetermined specifications:

Reads production sheet to determine functional laser settings required to meet cut-off point, turn, speed, power level and other manufacturing specifications. Enters codes and inputs specifications at keyboard on system console to modify and set up computerized laser commands. Inserts electronic component into vacuum chuck of system using tweezers. Depresses console buttons to activate laser beam that automatically trims precise amounts of excess metal and glass from components. Observes light indicators on control panel during trim sequence to detect irregularities, and removes trimmed components from chuck. Evaluates trim quality using light microscope, and keeps production and quality control records. Adjusts system components,

replaces probes and substitutes illuminator and laser lamps to maintain system.

GED: 3 SVP: 4 PA: L 4 7 EC: I 6 DPT: 6 8 2

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
<u>3</u>	<u>4</u>	<u>4</u>	<u>3</u>	<u>3</u>	<u>4</u>	<u>3</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>4</u>			1 3 9	0 Y

8534-124 ASSEMBLER, SURFACE MOUNTED CIRCUIT BOARDS (electronic equip.)

Assembles miniature electronic components on ceramic panels using automated production line equipment, to manufacture surface mounted circuit boards for use in communications equipment:

Coats ceramic panel with solder paste using printer-screening machine to deposit even adhesive layer along surface of panel. Operates computer controlled component mounting machine to automatically position components on adhesive bed of panel, according to specifications. Places panel on belt of conveyor fed oven to fire components, convert paste into solder, and to firmly secure components onto panel surface. Repeats process to apply paste, mount and secure components to opposite side of panel. Immerses panel in vapour degreasing machine to remove excess solder, dirt and dust from panel. Sets cutting guides and operates shearing machine to cut out individual boards from panel. Positions, glues and hand solders larger, non-machine mountable components, such as, switches and connectors, onto boards. Tests assembly using functional and computerized testing devices to identify defective units. Isolates faults, and removes and replaces components, to rework and repair defective units and reduce wastage. Labels, packages and boxes fully assembled, functional surface mounted circuit boards. Keeps production and test records.

GED: 3 SVP: 4 PA: L 4 7 EC: I DPT: 6 8 4

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
<u>3</u>	<u>4</u>	<u>4</u>	<u>3</u>	<u>3</u>	<u>4</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>5</u>	<u>5</u>			9 1 3	2 3 Y

8535-105 ELECTRONIC TECHNICIAN, DRILLING RIG (electronic equip.)

Maintains and repairs electronic systems, equipment and controls, computerized data systems, microprocessors and other electronic devices on board drilling platform or vessel at sea:

Checks functioning of computers, interface units, transducers and peripheral devices of data management system, and rig-positioning and thruster control systems. Cleans and inspects component parts such as, air filters, printed circuit boards, connectors, magnetic-tape heads, disk drives, cassette units, hard-copy printers and keyboards. Adjusts power supply levels, aligns cathode-ray tube displays and calibrates transducers according to instructions of technical manuals. Diagnoses system malfunctions, using wiring diagrams and multimeter, oscilloscope and other test equipment. Repairs or replaces parts such as, relays, switches, potentiometers, sensors, transducers and printed circuit cards. Tests, adjusts and repairs electronic circuitry of power conversion system and switchboard controls. Performs functional checks, calibrates and aligns radar and replaces defective items. Inspects components and checks operation of satellite navigation system, direction-finder and master gyro system. Functionally checks operation of drill re-entry remote television system, troubleshoots and repairs or replaces faulty printed circuit boards and aligns camera pan and tilt unit. Tests and services electronics for blowout preventer and

NEW CCDO OCCUPATIONAL DESCRIPTIONS

other subsea equipment, applies pressure tests and adjusts power supply levels of system. Repairs telephone units and replaces printed circuit boards in telephone system computer. Verifies output of radio system transmitters, aligns transceivers, maintains antenna systems and replaces defective components. Verifies operation and calibrates position monitoring indicators and services hydrophones and beacons according to specifications. Troubleshoots and calibrates drill-floor instrumentation, tank gauging systems, ballast and bilge instrumentation and fire and gas detection systems. Makes entries in log books, records maintenance activities and parts used and submits reports.

GED: 5 SVP: 7 PA: L 4 5 6 7 EC: 1 5 6 DPT: 2 6 1

APT.										INT.	TEMP.	
G	V	N	S	P	Q	K	F	M	E	C		
3	3	3	2	2	4	3	3	3	4	4	1 9 0	Y 0

8535-106 CADD/CAM REPAIR TECHNICIAN (electronic equip.)

Installs and repairs computer-aided drafting/design (CADD) graphic workstations and computer-aided manufacturing (CAM) systems equipment:

Reads and interprets work orders, installation, service and repair manuals, schematics and logic and mechanical diagrams, to determine equipment specifications and nature of required repairs. Fabricates cables and connectors to connect peripherals and components, using cable preparation tools. Interconnects CADD/CAM systems to peripherals and related equipment, according to manufacturers' installation procedures. Demonstrates system equipment and peripherals for customer to ensure installation meets specifications. Cleans CADD/CAM systems equipment and ancillary devices. Lubricates switches and electrical contacts and replaces worn and defective parts. Makes routine system adjustments, alignments and calibrations. Determines tests to be conducted and selects and hooks up testing equipment, such as, multimeters, frequency counters and logic probes and analyzers, to measure equipment performance. Interprets and documents test results to ensure equipment performance meets specifications. Troubleshoots CADD/CAM systems and isolates faults to operator error or equipment malfunction. Isolates system equipment faults to subassemblies or to integrated circuits and components. Desolders, removes and replaces faulty components and subassemblies to repair CADD/CAM systems equipment. Aligns and adjusts equipment circuits and mechanical assemblies, using alignment equipment. Tests overall systems operation to ensure repaired equipment meets specifications. Keeps maintenance and repair records. May specialize and service either CADD, or CAM equipment.

GED: 4 SVP: 7 PA: L 4 7 EC: 1 6 DPT: 2 8 1

APT.										INT.	TEMP.	
G	V	N	S	P	Q	K	F	M	E	C		
3	3	3	2	3	4	3	3	3	5	4	1 0 9	0 Y

8535-107 ROBOTICS TECHNICIAN (electronic equip.)

Installs, maintains, tests, troubleshoots and repairs robotic systems and associated equipment:

Interconnects equipment, such as, power lines, robots, computers, controllers, memory and output devices and associated production-assembly line equipment according to manufacturers' specifications, to install robotic systems. Operates robotic system equipment and associated peripherals to ensure installation meets specifications.

Cleans system equipment, lubricates switches and electrical contacts and replaces worn or defective parts to maintain robotic systems. Adjusts, aligns and calibrates system equipment, according to recommended manufacturers' maintenance procedures. Selects and connects test equipment to system, and reads and interprets output measurements obtained, to verify system capacity. Troubleshoots system faults to isolate source of problem to operator, robotic equipment or to related devices, such as, associated production-assembly line equipment. Reads and interprets technical manuals, logic diagrams and schematics. Isolates equipment faults to subassemblies, integrated circuits or components. Replaces faulty system components or subassemblies, and aligns and adjusts circuits and mechanical assemblies, to repair robotic systems. Tests overall system to ensure system is operating, according to specifications. May instruct operator on system operation. May install software modifications and patches.

GED: 4 SVP: 7 PA: M 4 7 EC: 1 6 DPT: 2 8 1

APT.										INT.	TEMP.	
G	V	N	S	P	Q	K	F	M	E	C		
3	3	3	2	3	4	3	3	3	5	4	1 9 0	0 Y

8535-108 COMPUTER EQUIPMENT REPAIR TECHNICIAN (electronic equip.)

Installs and repairs computer equipment, such as, mini/micro computers, terminals, disk and tape drives, printers and plotters, computer VDUs and monitors, modems and software, according to specifications:

Reads and interprets manufacturers' installation and repair manuals and diagrams. Positions and interconnects computer systems, peripherals and related equipment, such as, power lines, printers and plotters, terminals, monitors, modems and bar code and magnetic strip readers, using cable preparation tools and soldering equipment. Loads and runs diagnostic and demonstration software and operates user controls, to demonstrate operation of equipment and ensure equipment performance meets specifications. Cleans equipment and lubricates switches and electrical contacts. Replaces worn, defective or missing parts and makes routine adjustments to maintain computer systems equipment. Selects and connects required test equipment, and interprets test results to determine operational status of system. Tests, visually inspects, aligns and substitutes parts to isolate equipment faults to subassembly or integrated circuits and components. Replaces suspect or faulty component or subassembly, such as, resistors, IC sockets, transformers, sensing units and circuit boards, and modules, using component insertion and extraction tools, and soldering equipment. Aligns and adjusts computer circuits and mechanical assemblies. Keeps maintenance and repair records. May install new options, features and patches in existing configurations.

GED: 4 SVP: 7 PA: M 4 7 EC: 1 6 DPT: 2 8 1

APT.										INT.	TEMP.	
G	V	N	S	P	Q	K	F	M	E	C		
3	3	3	2	3	4	3	3	3	5	4	1 0 9	0 Y

8535-109 PROCESS-CONTROL EQUIPMENT REPAIRER (electronic equip.)

Installs, maintains and repairs electronic industrial process-control equipment used to monitor and control industrial and manufacturing processes:

NEW CCDO OCCUPATIONAL DESCRIPTIONS

Reads and interprets manuals and diagrams to install, maintain, test and repair equipment according to manufacturers' instructions and procedures. Fabricates multiconductor cables and connectors using hand tools. Interfaces and interconnects equipment using knowledge of serial and parallel communication systems, and digital and micro-processor circuits. Wires monitoring sensors and transmission equipment following circuit diagrams. Applies manufacturers' recommended system troubleshooting techniques to isolate faults to specific piece of equipment, peripheral, software or operator. Solders and desolders components and integrated circuits or circuit boards to install and replace faulty components. Aligns, adjusts and calibrates equipment using knowledge of hydraulics and pneumatics, and system specifications. Runs and interprets computer diagnostic routines to test systems and to install software modifications and patches. Keeps maintenance and repair records.

GED: 4 SVP: 7 PA: L 4 7 EC: 1 6 DPT: 2 8 1

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	3	3	2	3	4	3	3	3	5	4			1 9 0	0 Y

8535-111 ELECTRONIC-WARFARE TECHNICIAN (military)

Maintains electronic surveillance equipment and systems onboard Canadian Forces ships, and supervises and co-ordinates activities of personnel engaged in operating surveillance equipment: Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Tests, diagnoses faults and maintains electronic warfare equipment. Operates electronic warfare intercept receivers, counter-measure transmitters and chaff rocket launcher control panels, data displays, digital indicators and intercept signal parameters. Supervises and co-ordinates activities of personnel engaged in operating surveillance equipment. Maintains and controls classified and unclassified electronic warfare publications and equipment to ensure safekeeping. Compiles records to account for work completed, to request spare parts and services, and to record equipment histories.

GED: 4 SVP: 7 PA: L 4 5 6 7 EC: 1 5 6 DPT: 2 3 0

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	3	3	2	3	4	3	3	3	4	4			1 9	0

8535-112 COMMUNICATIONS TECHNICIAN, SEA (military)

Tests, aligns, modifies, maintains and installs radio communication and cryptographic, teletype and intercommunication equipment and systems onboard ships of Canadian Forces: Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Tests, and maintains and adjusts low, medium and high frequency radio transmitters and receivers; very high and ultra-high frequency transceivers, facsimile, teletype, and cryptographic equipment. Installs communications and related equipment. Supervises personnel engaged in operating and assisting in

maintenance of radios and related equipment. Compiles and maintains reports on maintenance performed. Modifies equipment as authorized.

GED: 4 SVP: 7 PA: L 4 7 EC: 1 5 6 DPT: 2 6 1

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	3	3	2	3	4	3	3	3	4	4			1 9	0 Y

8535-113 RADAR-SYSTEMS TECHNICIAN (military)

Maintains and repairs radar systems, fire-control systems, and pulse navigation, detection and identification equipment used in Canadian Forces aircraft:

Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Interprets schematic diagrams and sets up and operates electronic-test equipment to diagnose faults of complete radar systems and individual components. Repairs faults and performs functional checks to ensure serviceability in accordance with specifications. Maintains and repairs electronic-test equipment. Installs and modifies radar-systems equipment. Drives small military vehicles and towing tractors to move aircraft, ground-support equipment and mobile power supplies.

GED: 4 SVP: 7 PA: L 3 4 7 8 EC: 1 6 DPT: 2 6 1

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	3	3	2	3	4	3	3	3	5	4			1 9	0 Y

8535-115 RADAR TECHNICIAN (military)

Services, repairs and aligns Canadian Forces radar systems exclusive of those onboard ships and aircraft:

Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Tests, repairs, aligns and modifies radar systems, data processors, computers and meteorological, surveillance, identification, electronic warfare and navigational equipment. Monitors performance and accuracy of systems. Installs and tests electronic equipment. Compiles and submits historical data and documentation to account for time and materials. Operates power-generating equipment. Advises other workers engaged in repair of radar equipment. Drives trucks in excess of 2 tons.

GED: 4 SVP: 7 PA: L 4 7 EC: 1 6 DPT: 2 6 1

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	3	3	2	3	4	3	3	3	5	4			1 9	0 Y

8535-116 RADAR TECHNICIAN, SEA (military)

Services, maintains, repairs, and modifies radar sets, radar displays, and electronic-navigation equipment onboard Canadian Forces ships:

Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Tests and maintains warning and navigational radar, radar displays, Identification Friend or Foe equipment, position-finding equipment and navigational aids. Inspects, cleans, tests, and adjusts equipment. Supervises personnel engaged in operating radar, plotting radar contacts, and assisting in maintenance

NEW CCDO OCCUPATIONAL DESCRIPTIONS

of equipment. Compiles records of repairs made and parts replaced or ordered.

GED: 4 SVP: 7 PA: L 3 4 7 EC: I 6 DPT: 2 6 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 3 <u>2</u> <u>3</u> 4 <u>3</u> 3 <u>3</u> 4 4	1 9	0 Y

8535-117 TELETYPE AND CIPHER TECHNICIAN (military)

Maintains and repairs Canadian Forces teleprinter and cryptographic equipment:

Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Tests and adjusts teleprinters, electronic and electro-mechanical cryptographic equipment, and perforated tape readers. Diagnoses electronic and mechanical malfunctions, and maintains, modifies, aligns and overhauls equipment. Compiles technical reports and statistical returns. Operates diesel and gasoline power-generating systems.

GED: 4 SVP: 7 PA: L 4 7 EC: I 6 DPT: 2 8 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 3 <u>2</u> <u>3</u> 4 <u>3</u> 3 <u>3</u> 5 4	1 9	0 Y

8535-119 SONAR TECHNICIAN (military)

Repairs and maintains underwater acoustic detection systems onboard Canadian Forces ships:

Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Tests, maintains, repairs and operates sonar system, underwater telephone, water temperature recorders, and internal communication equipment. Modifies sonar systems and associated equipment, and assists in installation of equipment. Compiles, submits, and maintains operational reports.

GED: 4 SVP: 7 PA: L 4 5 6 7 EC: I 5 6 DPT: 3 6 0

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 3 <u>2</u> <u>3</u> 4 <u>3</u> 3 <u>3</u> 5 4	1 9	0 Y

8535-120 COMMUNICATION-SYSTEMS TECHNICIAN (military)

Maintains, repairs and conducts serviceability checks on communication systems, radio navigational sets, intercoms and public-address systems in Canadian Forces aircraft:

Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Interprets schematics and wiring diagrams, and operates electronic- test equipment such as spectrum analyzers, oscilloscopes and current-measuring devices to diagnose faults. Repairs faulty equipment and replaces or adjusts parts. Checks communication equipment contained in survival packs. Drives small military vehicles and tractors used to move aircraft, ground support

equipment and mobile power supplies. Maintains communications systems maintenance records and manuals.

GED: 4 SVP: 6 PA: L 4 6 7 8 EC: I 6 DPT: 2 6 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 3 <u>2</u> <u>3</u> 4 <u>3</u> 3 <u>3</u> 5 4	1 9	0 Y

8535-121 ELECTRO-MECHANICAL TECHNICIAN (military)

Maintains electro-mechanical equipment installed in tanks, armoured personnel carriers and self-propelled artillery guns of Canadian Forces:

Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Operates gun sights, gun controls, periscopes and infra-red viewing devices to determine if repairs or adjustments are required. Tests, dismantles, cleans, repairs and reassembles electro-mechanical equipment such as navigational aids, gun control and sighting systems. Operates lathes and drill presses, and uses other machine-shop equipment to repair parts and components. Drives vehicles up to 2 tons capacity. Records maintenance performed.

GED: 4 SVP: 6 PA: M 3 4 7 8 EC: I 6 DPT: 2 8 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 3 <u>2</u> <u>3</u> 4 <u>3</u> 3 <u>3</u> 5 4	1 9	0 Y

8535-123 VIDEO EQUIPMENT REPAIRER (electronic equip.)

Services and repairs video cassette recorders, disc players and cameras, cable TV converters and decoders, and other video equipment:

Performs duties of **8535-118 INSTALLER AND REPAIRER, AUDIO-VISUAL EQUIPMENT** (electronic equip.), but specializes in repairing video equipment. Discusses equipment malfunction with customer to determine nature of problem. Records customer and equipment identification information to complete work order. Disassembles and cleans equipment. Lubricates and adjusts equipment components, and replaces worn or missing parts. Reads and interprets repair manuals and diagrams, and follows troubleshooting procedures recommended by manufacturer, to determine extent of repair work required. Selects and connects test equipment, such as, signal generators, logic probes, multimeters and oscilloscope, and interprets measurements, to determine status of equipment and components. Isolates equipment faults to subassemblies or integrated circuits and components. Replaces faulty components or subassemblies, using component insertion and extraction tools, and soldering equipment. Initiates customer pick-up or delivery of repaired equipment. Installs and demonstrates equipment, in accordance with manufacturers' specifications, and to customer satisfaction. Prepares repair and warranty records.

GED: 4 SVP: 6 PA: M 4 5 6 7 EC: I 6 DPT: 2 6 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>3</u> 3 3 <u>2</u> <u>3</u> 4 <u>3</u> 3 <u>3</u> 5 4	1 9 0	0 Y

NEW CCDO OCCUPATIONAL DESCRIPTIONS

8535-124 ELECTRONIC MUSIC EQUIPMENT REPAIRER (electronic equip.)

Installs and repairs electronic music equipment, such as, electronic keyboards, sequencers, pre-amplifiers and mixers, synthesizers and special effects generators:

Performs duties similar to those of **8535-114 REPAIRER, ELECTRONIC-EQUIPMENT** (electronic equip.), but specializes in installing and repairing electronic music equipment. Checks work order for fault description and warranty status. Reads and interprets manufacturers' repair manuals and diagrams to determine probable source of problem. Removes exterior dust cover panels to visually examine equipment. Verifies power supply controls to ensure adequate power is being received. Tests suspect equipment components using devices, such as, multimeters, oscilloscopes and logic probes, and interprets test results to isolate fault. Removes and replaces defective component, integrated circuit or sub-assembly, using component insertion and extraction tools and soldering and desoldering equipment. Cleans and lubricates switches and electrical contacts. Adjusts and aligns mechanical and electronic assemblies using gauges and hand tools. Tests overall operation of equipment to ensure repairs meet specifications. Completes work order, warranty claim forms and prepares invoices. Arranges pick-up or delivery with customer.

GED: 4 SVP: 7 PA: M 4 7 EC: I 6 DPT: 2 8 1

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	3	3	3	3	4	3	3	3	5	4			1	0

8535-136 ELECTRONIC GAMES REPAIRER (electronic equip.)

Repairs electronic amusement games and related equipment from arcades, lounges, restaurants and other establishments:

Receives malfunctioning game or unit in repair shop and removes controls and cover panels to expose electrical circuitry and electronic micro-processing unit. Tests control switches and wiring for function, continuity and open or shorted circuits, using multimeter or specialized electronic test equipment. Connects oscilloscope to observe malfunctions in video displays or identify defects in central micro-processor that affect game play and operation. Replaces or repairs faulty wiring, switches, connections to micro-processor and other parts using small hand tools and soldering equipment. Reassembles, adjusts and aligns repaired units according to specifications and circuit diagrams. Replaces cover panels and controls, inserts coin in coin box and tests game to ensure it is fully operational.

GED: 4 SVP: 6 PA: L 4 7 EC: I 6 DPT: 2 8 1

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	3	4	3	3	4	3	3	3	5	4			9	1

8535-140 SATELLITE ANTENNA INSTALLER (electronic equip.)

Installs dish antennas for reception of television broadcasts directly from satellites:

Visits site selected for installation of antenna dish. Examines map of region and checks area for obstruction such as, buildings, trees and hills which would impair ability of antenna to receive signals. Reads charts and maps to determine azimuth and elevation of satellites to be

tracked by dish. Selects specific location for antenna at site, checks north-south and east-west co-ordinates and magnetic deviation for area and plots angles with compass, protractor and level to verify clear view of satellites. Prepares concrete base in ground, or steel support frame for roof mounting of antenna. Bolts antenna support foot to concrete base, or mounting brackets to support frame and assembles dish on mounting plate. Installs motor drive unit, electronic components and wiring. Tests components for proper functioning, performs voltage checks and troubleshoots faults. Checks accuracy of antenna alignment and makes adjustments, using calibrated television receiver. May tow mobile antenna dish to site before starting installation and conduct tests to determine if dish can be used at that site.

GED: 4 SVP: 6 PA: H 2 3 4 7 EC: B 6 DPT: 2 8 4

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	3	3	3	3	4	3	3	3	5	4			9	1

8536-156 IN-CIRCUIT TEST OPERATOR (electronic equip.)

Operates computerized test equipment to detect and debug production defects in printed circuit boards:

Positions and secures holding fixture on system receiver. Connects system vacuum hose to vacuum port of fixture. Inserts circuit board in fixture and depresses power and vacuum switches to activate system. Loads test program and enters commands at keyboard, to commence testing. Monitors test reading indicators until test cycle ends and vacuum is automatically released. Removes system print-out from machine and tags print-out to board. Sorts accepted and rejected boards. Reads and interprets system print-outs attached to defective boards to determine nature and location of production defect. Debugs routine defects, such as, short and open circuits, and faulty or improperly inserted components, using ohmmeter and component soldering, insertion and extraction tools. Operates test equipment to investigate failed pre-analogue, analogue or digital messages. Forwards boards with major defects to repair technician for further testing and reworking. Notifies supervisor of defective component trends to arrange for supplier returns. Keeps testing records and prepares quality and reliability reports. May run system diagnostic programs to ensure test equipment meets operating specifications.

GED: 4 SVP: 5 PA: L 4 7 EC: I 6 DPT: 3 8 4

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	3	3	3	3	4	3	3	3	5	4			1	9

8537-111 RADIO AND TELEVISION REPAIR APPRENTICE (electronic equip.)

Performs duties of occupations such as: **8537-110 TELEVISION SERVICER** (electronic equip.); and **8537-114 RADIO SERVICER** (electronic equip.) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

8537-122 RADIO TECHNICIAN (military)

Tests, repairs and adjusts communications receiving and transmitting equipment, public address and intercommunication systems, and sound recording equipment used in Canadian Forces:

NEW CCDO OCCUPATIONAL DESCRIPTIONS

Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Operates oscilloscopes, spectrum analyzers, multi-meters and other test equipment to diagnose electronic and mechanical faults in radio and communications equipment. Interprets schematic diagrams and adjusts, tunes or replaces components to repair faults. Performs minor maintenance on electronic- test equipment. Installs authorized modifications on equipment according to schematic diagrams and engineering orders and drawings. Tests operation of gasoline and diesel power generating systems. Drives light vehicles.

GED: 4 SVP: 6 PA: L 4 6 7 8 EC: 1 DPT: 2 8 1

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
3	3	3	<u>3</u>	<u>2</u>	4	<u>3</u>	<u>3</u>	<u>3</u>	<u>5</u>	4				1	9	0	Y	

8539-116 AVIONICS ASSEMBLER (electric. equip.; electronic equip.)

Assembles, tests and repairs avionics equipment such as inertial guidance systems, autopilots, navigational displays, position indicators, gyroscopes and flight instruments:

Examines diagrams and manufacturer's instructions or specifications to determine procedures and parts requirements. Fabricates wiring harnesses on harness boards and solders or crimps connectors to wire ends. Selects and solders resistors, diodes, transistors, capacitors, integrated circuits and other specified parts onto wiring or printed circuit boards. Trims, strips and bends wire ends to form leads, fits insulating materials and clamps and connects wiring to terminals. Assembles electronic, mechanical or electro-mechanical components using microscope or eye loop, small hand tools, adhesives and epoxies. Aligns and installs sub-assemblies such as accelerometers, servo mechanisms, gyros and gear trains using assembly jigs, precision measuring instruments, screwdrivers, tweezers, wrenches and other small tools. Tests or calibrates assembled units according to specifications to ensure operational standards are met. Examines defective units, selects test equipment and applies appropriate tests to diagnose faults. Disassembles malfunctioning units and adjusts, repairs or replaces faulty components. Reassembles and tests repaired units.

GED: 4 SVP: 6 PA: L EC: 1 4 7 DPT: 2 8 1

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
<u>3</u>	<u>3</u>	<u>3</u>	<u>2</u>	<u>2</u>	4	<u>2</u>	<u>2</u>	<u>3</u>	<u>4</u>	4				1	9	0	Y	

8539-119 WAFER FABRICATION OPERATOR (electronic equip.)

Operates wafer fabricating equipment in laboratory setting, to produce micro-electronic circuits:

Reads run card instructions to determine batch specifications. Loads partially processed silicon wafers into handling cassette, using flip transfer device. Operates film coating device to spin and soft bake photoresist on wafers, or submerges cassette in chemical etch bath to coat wafers with film of light sensitive photoresist. Loads wafers onto alignment chuck. Aligns wafer to be masked, using microscopic viewing device. Masks wafers with stencil of patterned circuitry and exposes pattern onto photoresist coat. Operates development equipment to strip away unexposed photoresist and oxides. Inspects wafers,

using microscope, to ensure integrity of process. Repeats masking and stripping steps, according to complexity of circuits required. Operates equipment to implant wafers with dopants to form negative and positive conducting zones, and builds successive chemical layering on wafers. Condenses aluminum or other metal onto wafers to fill gaps in outline and form conducting pathways. Operates chemical vapour deposition system to deposit final coat of silicon dioxide onto wafers. Records processing information on run cards, for quality control purposes.

GED: 4 SVP: 5 PA: L 4 7 EC: 1 6 DPT: 3 8 2

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
3	3	4	<u>3</u>	<u>2</u>	4	<u>3</u>	<u>3</u>	<u>3</u>	<u>5</u>	4				1	9		0 Y	

8539-120 PROCESS TECHNICIAN (electronic equip.)

Processes silicon wafers, used to produce integrated circuits:

Reads and interprets processing recipes and run card instructions to determine test or product run specifications. Programs process furnace controllers to regulate gas flows, vacuum pressures and pneumatic valve, and safety interlock functioning. Sets furnace temperature regulators, according to processing requirements, to control the rise of heat throughout zones during processing. Transfers wafers from transporting case to cassette. Cleans quartzware carriers and acid etches wafers. Loads wafers into quartzware carrier and places carrier in furnace deposition tube. Operates furnace to deposit and diffuse ultra-thin films of various chemical mixtures onto wafers. Observes movement of carrier through furnace and monitors temperature and pressure gauges. Removes carrier from furnace and separates and replaces test wafers in carriers. Reloads carrier in furnace. Examines and measures thickness of deposited layer on test wafers, using film thickness gauging devices, to ensure processing specifications are met. Records measurements in log book and on run cards, for quality control purposes. Operates optical and scanning electron microscopes to verify film coverage, examine grain sizes and to check for defects. Reports discrepancies to supervisor. Makes scheduled system checks to ensure gases are turned on, in sufficient supply, and at correct pressures. Cleans and maintains equipment and facilities.

GED: 4 SVP: 5 PA: M 4 7 EC: 1 6 DPT: 3 8 2

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
3	3	4	<u>3</u>	<u>2</u>	4	<u>4</u>	<u>4</u>	<u>4</u>	<u>5</u>	4				1	9		2 0 Y	

8539-140 INTEGRATED CIRCUIT ASSEMBLER (electronic equip.)

Assembles and tests integrated circuits:

Aligns fully processed wafer on holding device. Tests individual chips on wafer, using probing instrument, to identify and mark defective chips. Operates wafer sawing device to make partial depth cut along paths on wafer. Rinses wafer in di-ionized water to remove dust and powder. Dices chips from wafer. Removes marked defective chips, using vacuum pencil. Inspects individual circuits for flaws, using high magnification microscope. Mounts chips on printed circuit board or carrier. Solders connecting wires to bond chip with connectors. Seals integrated circuits to protect circuitry. Stamps identification information, such as, date, batch number and customer codes, onto printed

NEW CCDO OCCUPATIONAL DESCRIPTIONS

circuit board or carrier. Records assembly information on batch sheet during each stage of assembly, for quality control purposes.

GED: 3 SVP: 4 PA: L 4 7 EC: I DPT: 6 8 4

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 4 4 3 <u>2</u> 4 <u>3</u> <u>2</u> <u>2</u> 5 3	1 3 9	Y 0

8539-151 ANTENNA-INSTALLER APPRENTICE (electronic equip.)

Performs duties of **8539-150 ANTENNA INSTALLER** (electronic equip.) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

8541-111 CABINETMAKER APPRENTICE (furn.)

Performs duties of **8541-110 CABINETMAKER** (furn.) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

8555-124 FUR-SEWING-MACHINE OPERATOR (fur goods)

Operates fur sewing machine to join strips of fur into pelt of required size and shape (dropped pelt) and to join pelts into garment pieces or shells:

Receives instructions on required size and shape of pelt to be assembled. Selects thread and threads fur sewing machine. Cuts margin of precut fur pelt to separate pelt into strips, using furrier's knife. Positions fur strips together under needle of fur sewing machine. Presses pedals, levers or buttons to start, stop and control operation of fur sewing machine. Guides fur strips evenly by hand throughout sewing procedure. Sews sufficient fur strips together to form required dropped pelt. Sews dropped pelts together as directed to form sleeves, body and other fur garment parts. Sews garment parts together to form garment shell. Cleans and lubricates sewing machine.

GED: 2 SVP: 4 PA: S 4 7 EC: I DPT: 6 8 4

APT.	INT.	TEMP.
G V N S P Q K F M E C		
4 4 4 <u>3</u> <u>3</u> 4 <u>3</u> 4 <u>3</u> 4 4	3 1 9	2 0 Y

8563-124 SERGING-MACHINE OPERATOR (any ind.)

Operates serging machine that sews and overcasts edges of materials together simultaneously, or reinforces and finishes edges of articles: Threads machine and positions material under needle of serging in machine. Presses pedals, levers or buttons to start, stop and control operation of serging machine. Guides material by hand as it is being sewn. Lubricates machine and replaces needles.

GED: 2 SVP: 2 PA: L 4 7 8 EC: I 5 DPT: 6 8 4

APT.	INT.	TEMP.
G V N S P Q K F M E C		
4 4 4 <u>3</u> 4 5 4 <u>3</u> <u>3</u> 4 4	1 9 3	2 3 Y

8573-108 PLASTICS MOULDING TECHNICIAN (plastic prod.)

Sets up and adjusts programmable plastics moulding machines and directs production activities to produce plastic parts:

Performs duties of **8573-110 PLASTICS-MOULDING-MACHINE SETTER** (plastic prod.). Reads process control sheets to determine product specifications. Makes processing recommendations, using thorough knowledge of plastic raw materials, production machines, moulding and quality control procedures. Enters process codes on control panel key pad to set programmable controller to job specifications. Assigns machine operators to machines and patrols designated area of plant to direct production activities. Monitors video screen and checks other control panel indicators to ensure quality standards are met. Adjusts machine settings by entering codes on control panel key pad to eliminate production defects. Troubleshoots and isolates mechanical malfunctions, by calling up pertinent machine data on video screen, to determine nature and location of deviation. Corrects malfunction, using hand tools and testing equipment, or requests major repair assistance. Makes recommendations concerning machine preventative maintenance schedules, general housekeeping and safety. Tests new or reconditioned moulds. Prepares production and maintenance reports. Trains machine operators. May relieve foreman/woman.

GED: 4 SVP: 7 PA: L 4 5 6 7 EC: I 5 6 DPT: 2 3 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>3</u> 3 4 <u>3</u> <u>3</u> 4 <u>3</u> 4 <u>3</u> 5 4	1 9	4 Y 0

8573-163 FILM EXTRUSION MACHINE OPERATOR (plastic prod.)

Sets up and operates plastic film extruding machines and auxiliary production equipment to transform thermoplastics into continuous films or sheets, used to produce garbage and retail plastic bags, milk pouches and similar products:

Reads and interprets worksheets to determine production specifications, such as, film size, gauge and strength requirements, raw material colouring, temperature settings and other specifications. Weighs and mixes pelletized or powdered thermoplastic materials and colouring pigments in tumbling machine according to formula. Sets heat controls and assembles and inserts breaker plates. Selects and installs die insert according to job specifications and aligns and centres die gap using wrenches and gauges. Connects raw material feed lines and sets blending controls to ensure raw material mixture conforms to job requirements. Checks liquid level, pressure gauge and air flow indicating instruments to ensure equipment is operational. Examines, touches and measures product for strength, gauge, width and colour to ensure product adheres to customer's requirements. Makes adjustments to heating, treatment, tension and cutting controls during production, to control film quality. Troubleshoots machine malfunctions to determine nature and location of problem, and replaces faulty or suspect components to make minor equipment repairs. Closes raw material feed lines and purges extruder in preparation for shutdown. Sets up, threads and operates auxiliary conversion equipment, such as, winders, cutters, printers and packaging devices to complete production of plastics products. Keeps production records.

GED: 3 SVP: 5 PA: M 4 7 EC: I 7 DPT: 6 8 2

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 4 4 <u>3</u> <u>3</u> 4 <u>4</u> 4 <u>3</u> 5 4	1 3 9	2 0 Y

NEW CCDO OCCUPATIONAL DESCRIPTIONS

8573-164 BLOW MOULDING MACHINE OPERATOR (plastic prod.)

Operates blow moulding machines to mould containers and other plastic products, according to specifications:

Opens valves to regulate flow of water and compressed air to machine. Sets timing and temperature controls of heating unit. Moves panel controls to start automatic resin loading mechanism. Adjusts blow mandrel, mould closing and transporting systems, brakes and micro switch cams, using hand tools. Starts moulding machine that automatically feeds material from mixing unit to mandrel and to mould chamber. Patrols assigned area to monitor operation of machines, and troubleshoots basic mechanical and electrical faults. Observes heat gauges to ensure specified temperatures are maintained. Checks workpiece samples from each machine at regular intervals for defects, such as, pin-holes, distortions and mould lines. Trims excess material from workpieces, using knife or bandsaw. Cleans and inspects moulds after production run. Keeps production records. Assists **8573-110 PLASTICS-MOULDING-MACHINE SETTER** (plastic prod.) during mould change-overs and machine setups.

GED: 3 SVP: 5 PA: L 4 7 EC: I 5 6 DPT: 6 8 2

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	4	4	<u>3</u>	3	4	<u>4</u>	4	<u>3</u>	5	5			1 3 9	2 0 Y

8573-165 PIPE EXTRUSION MACHINE OPERATOR (plastic prod.)

Sets up and operates plastic extrusion machines and auxiliary downstream equipment to produce plastic pipes, tubing, cylinders and related products:

Reads and interprets job sheets to determine production variables, such as, raw material specifications, product length, size and quantity requirements, and heat and line speed running conditions. Checks machine safety devices, such as, guards, safety bars and warning lights, and replaces non-functioning devices. Installs die assembly, machine screws, sizing rings and breaker plates using hand tools. Couples hose to die to circulate water, air and oil to die, and connects material feed lines using wrenches. Installs and aligns auxiliary downstream equipment, such as, vacuum and cooling tanks, cut-off saws and coolers in sequence and according to set-up sheet instructions, using clamps and hand tools. Starts extruder and downstream equipment and opens water, air and hydraulic fluid supply lines to commence production. Shapes extruded tube and cylindrical forms using vacuum, profile or plug production methods, to meet customer specifications. Monitors production, examines samples for defects and measures key sample dimensions to control product quality. Reduces heat, closes vacuum vent and raw material feed system and disconnects downstream equipment to shutdown processing equipment. Keeps production records. May interpret engineering drawings to develop and test new dies according to production requirements.

GED: 3 SVP: 5 PA: M 4 7 EC: I 7 DPT: 6 8 2

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	4	4	<u>3</u>	<u>3</u>	4	<u>4</u>	4	<u>3</u>	5	4			1 3 9	2 0 Y

8573-167 SYNTHETIC MARBLE PRODUCTION WORKER (plastic prod.)

Casts and moulds synthetic marble products, such as, counter tops and basins, and bath and shower wall panels:

Reads work order to determine job specifications. Weighs and measures synthetic marble ingredients, such as, ground marble filler, resin, colour pigment and catalyst according to formula. Pours ingredients into mixing machine and activates mixer to process batch ingredients. Applies even wax coats to fibreglass mould sections using soft cloth, to enhance release and separation of products from mould. Sprays smoothing agents and sanitary gel coat over waxed mould surface, using spray gun, to impart appropriate finish to synthetic marble products. Measures thickness of sprayed coats, using gauge, to ensure specifications are met. Allows prepared mould sections to dry for appropriate period, according to temperature and humidity levels in room. Assembles cast, using bolts, and clamps to attach mould sections. Pours and applies layers of material mix, by hand, to fill the mould and form the product. Activates vibrating table to eliminate air bubbles and to ensure even application of material mix. Allows cast to harden and form part. Disassembles and overturns mould to remove part and carries part to drying rack for curing. Trims flash from edges of part using power tools. Polishes surface of part, by hand, and rubs in compounds to seal surface and remove blemishes and imperfections. Boxes and crates parts for shipping. Cleans and maintains mould sections.

GED: 2 SVP: 4 PA: M 4 7 EC: I 5 7 DPT: 6 8 4

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
4	4	4	4	<u>4</u>	4	<u>4</u>	4	<u>3</u>	4	4			1 3 9	2 3 Y

8581-111 ANTIQUE-CAR RESTORER (motor vehicle)

Restores antique vehicles for museums and private collectors:

Photographs vehicle prior to disassembly or repair for reference when repairing or reassembling parts. Removes car seats and accessories, using hand tools to gain access to areas requiring repair. Examines vehicle for damage and deterioration to assess replacement parts and amount of repair work required. Repairs dented or damaged body surfaces, using hammer and metal block. Cuts out corroded or damaged fenders, panels and other parts. Fabricates replacement panels and metal parts, and bolts or welds them in position. Fills repaired surfaces with lead or plastic filler. Sands and grinds repaired surfaces, using power and hand tools. Checks motor for malfunctions, using electrical testing equipment and hand tools. Operates hydraulic jack or hoist to raise vehicle and gain access to mechanical assemblies requiring repair. Dismantles faulty assembly using mechanics hand tools and inspects parts, such as valves, pistons, rods, gears and bearings, using micrometers, calipers and gauges. Removes and repairs or replaces defective parts. Sprays primer on repaired surfaces and sands surfaces smooth. Cleans and washes vehicle. Paints repaired surfaces, using spray gun.

GED: 4 SVP: 8 PA: M 3 4 6 7 EC: I 6 7 DPT: 2 8 1

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	4	<u>3</u>	<u>3</u>	<u>3</u>	5	4			1 9 0	1 0 Y

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8581-112 VEHICLE TECHNICIAN (military)

Repairs and maintains engines, transmissions, suspension systems and bodies of automobiles, buses, trucks, jeeps, and wheeled and tracked vehicles operated by Canadian Forces:

Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Operates winches, jacks, traction devices, booms, A-Frames, tow trucks and special recovery vehicles to recover wheeled or tracked vehicles. Drives and operates vehicles to diagnose faults. Operates workshop equipment such as floor creepers, floor jacks, axle stands, chain hoists, overhead cranes, hydraulic jacks and lifting cranes. Assists in diagnosing faults in engine assembly, using precision tools, instruments and electronic analyzers. Adjusts valves, rocker-arm assemblies, oil filters and fuel injectors. Assists in diagnosing faults in power-train systems, and adjusts clutches, support housings, differentials, torque converters, fluid couplings, controls and linkages. Services, adjusts or replaces brake equipment and parts. Removes and replaces master cylinders and wheel cylinders. Maintains and aligns frame and steering and suspension systems. Maintains cooling and exhaust systems. Prepares and maintains technical reports.

GED: 4 SVP: 7 PA: H 3 4 5 6 7 8 EC: B 5 6 7 DPT: 2 6 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 3 <u>3</u> <u>3</u> 4 <u>3</u> <u>3</u> <u>3</u> 5 4	1 9 0	Y 0

8581-113 MOTOR-VEHICLE-MECHANIC APPRENTICE (motor vehicle)

Performs duties of **8581-110 MOTOR-VEHICLE MECHANIC** (motor vehicle) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

8581-115 FUEL SYSTEM CONVERSION INSTALLER (motor vehicle)

Installs propane and natural gas fuel systems in conventionally fuelled motor vehicles, to convert vehicles for alternate fuel operation:

Performs duties of **8581-110 MOTOR VEHICLE MECHANIC** (motor vehicle). Conducts pre-conversion vehicle inspection to determine if conversion is in owners best interest. Removes excess components from gasoline or diesel engines, using hand and power tools. Installs propane or natural gas fuel system components, such as, fuel storage tanks, and associated valves and fittings, pressure regulator assemblies and fuel line tubing. Tests fuel system for leaks and proper operation. Adjusts ignition system and carburetor to ensure efficient engine operation. Advises owner on refuelling, operating and servicing matters. Conducts preventative maintenance checks at regular intervals and services vehicle, as required. Converts vehicles for dual fuel operation. May inspect installations completed by other installers.

GED: 4 SVP: 7 PA: M 3 4 5 6 7 EC: I 5 6 7 DPT: 2 6 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 3 <u>3</u> <u>3</u> 4 <u>3</u> <u>3</u> <u>3</u> 4 4	1 9 0	Y 0 1

8581-116 COMMERCIAL TRANSPORT VEHICLE MECHANIC (motor vehicle)

Repairs and overhauls commercial trucks and municipal, school and inter-city buses:

Inspects vehicle, reads work order and discusses nature and extent of repairs with service writer and/or shop supervisor. Selects and connects test equipment, such as, dynamometers, electrical meters and analyzers, ohmmeters and timing lights to locate malfunction. Reads and interprets service and repair manuals and diagrams to determine repair procedures required. Repairs and overhauls gasoline, diesel, propane and natural gas-powered engines and engine starting systems according to manufacturers' recommended repair sequences, using mechanics hand tools. Inspects, rebuilds, adjusts, repairs and replaces power train systems, such as clutches and components, manual and automatic transmissions, front and rear end differentials, and front and rear end axles. Reconditions, replaces and adjusts components of manually operated, hydraulic and air-assisted steering systems, using hand and power tools and machine shop equipment. Examines and replaces vehicle suspension systems, and tires, wheels and components. Tests, replaces and adjusts mechanical, hydraulic and air components of vehicle braking systems. Replaces faulty components of gasoline, diesel, propane and natural gas engine fuel systems and repairs and calibrates fuel injection units. May repair components of vehicle interiors, such as, seat frames, light fixtures and doors, and replace faulty air-conditioning and refrigeration system components. May remove and replace glass in windshields and passenger windows.

GED: 4 SVP: 7 PA: H 3 4 6 7 EC: B 5 6 7 DPT: 2 6 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>3</u> 3 3 <u>3</u> <u>3</u> 4 <u>3</u> <u>3</u> <u>3</u> 4 4	1 9 0	0 Y

8581-123 MOTOR-VEHICLE-TRANSMISSION-MECHANIC APPRENTICE (motor vehicle)

Performs duties of **8581-122 TRANSMISSION MECHANIC** (motor vehicle) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

8581-132 RECREATION-VEHICLE REPAIRER (motor vehicle)

Services and repairs recreation vehicles such as trailers, campers and motor homes:

Examines vehicle and discusses nature of malfunction or damage with owner to assess extent of repairs required. Inspects and tests functional units, wiring, piping and components such as switches, electrical motors and valves to determine specific repairs or replacements needed. Prepares cost estimates, orders parts and plans work, referring to manufacturer's parts lists, diagrams and manuals. Disassembles and repairs or replaces stoves, heaters, pumps and other malfunctioning units. Tests electrical systems of recreational vehicle using electrical test instruments. Repairs or replaces electrical wiring, plumbing and propane gas lines, using materials such as insulating tape, electrical connectors, caulking compound, copper and plastic piping and fittings, and standard hand and plumbing tools. Checks for leaks in water, refrigeration and propane gas systems using pressure gauges, manometers and gas-leak detectors. Removes and repairs or replaces damaged exterior panels and seal leaks. Repairs and replaces structural frame members. Repairs and refinishes interior cabinetry, windows and doors, using hand and power tools and wood or sheet-metal working techniques. Installs towing hook-up in accordance with

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manufacturer's specifications regarding proper hitch selection, weight, brake controls, mirrors, wiring and lights. Installs accessories such as air conditioners, T.V. antennas and awnings, applying knowledge of recreational vehicle construction. Inspects new vehicles before delivery in accordance with manufacturer's instructions and motor vehicle regulations. Winterizes recreation vehicles by draining water and sewage systems and placing non-toxic anti-freeze in specified locations and traps.

GED: 4 SVP: 6 PA: M 3 4 7 EC: I 6 DPT: 2 6 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>3</u> <u>3</u> <u>3</u> <u>3</u> <u>3</u> <u>4</u> <u>3</u> <u>3</u> <u>3</u> <u>5</u> <u>4</u>	1 9 0	0 Y 1

8581-135 AUTOMOTIVE TUNE-UP AND ELECTRICAL SYSTEMS APPRENTICE (motor vehicle)

Performs duties of **8581-134 TUNE-UP SPECIALIST** (motor vehicle) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

8581-141 TRUCK-TRAILER-REPAIRER APPRENTICE (motor vehicle)

Performs duties of **8581-140 TRUCK-TRAILER REPAIRER** (motor vehicle) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

8581-143 MOTOR-VEHICLE-BODY-REPAIRER APPRENTICE (motor vehicle)

Performs duties of **8581-142 BODY REPAIRER** (motor vehicle) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

8581-144 AUTOMOBILE RADIO AND ACCESSORIES INSTALLER (motor vehicle)

Installs and services car radios and other electronic or electrically operated accessories such as, cruise controls, driving computers, theft alarms and power windows, antennas and door locks:

Dismantles dashboard or removes inside door panels or upholstery, using small hand tools to gain access to car wiring for installation of equipment ordered by customer. Installs wiring harnesses, cuts and crimps wire ends and makes connections to car electrical system as specified in wiring schematics for equipment. Drills or cuts out mounting holes and screws brackets in place for components being installed. Mounts tuners, speakers, antennas and other units of radio or stereo system, connects wiring and tests operation of set. Installs throttle linkages, pick-up coils, switches and other component parts of electronic cruise controls or driving computers, according to drawings and specifications. Installs engine performance instruments or computerized digital indicators showing parameters such as, tachometer, oil temperature and pressure, water temperature, voltmeter and fuel consumption. Connects wiring for cruise control, driving computer or instruments to appropriate circuitry of car, starts engine to check operation of equipment, makes adjustments and road tests or calibrates equipment to vehicle. Installs and tests automobile theft alarms, electric trunk and door lock systems and power windows and

antennas. Tests malfunctioning accessories, diagnoses faults and removes and replaces defective units for repair or return to manufacturer.

GED: 4 SVP: 5 PA: L 3 4 6 7 EC: I 6 DPT: 2 8 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>3</u> <u>4</u> <u>4</u> <u>3</u> <u>3</u> <u>5</u> <u>3</u> <u>3</u> <u>3</u> <u>4</u> <u>5</u>	1 9	Y 0 1

8581-155 MOTOR VEHICLE ALIGNER AND BRAKE MECHANIC APPRENTICE (motor vehicle)

Performs duties of occupations such as: **8581-154 FRONT-END ALIGNER** (motor vehicle); and **8581-166 AUTOMOTIVE-BRAKE REPAIRER** (motor vehicle) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

8581-171 AUTOMOTIVE-RADIATOR-REPAIRER APPRENTICE (motor vehicle)

Performs duties of **8581-170 AUTOMOTIVE-RADIATOR REPAIRER** (motor vehicle) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

8581-180 AUTO CARE WORKER (motor vehicle)

Cleans, protects and accents interiors and exteriors of cars, vans and pick-up trucks in comprehensive car care outlet:

Washes motor vehicle exteriors and applies waxes and protective coats. Cleans and protects rugs, fabrics and upholstery by vacuuming, shampooing, dry cleaning and stain proofing vehicle interiors. Washes and degreases motor vehicle engines, using steam. Installs, removes and replaces automotive components and accessories such as, head lamps, signal lights, tires, shocks, filters and hoses, using hand and power tools. Installs trim accessories such as, sunroofs, tinted glass, theft protection devices, pin-striping, body side mouldings and gravel guards, using hand and power tools. Applies rust protection compounds to motor vehicle under carriages and door and wheel wells. Promotes sale of products and services, and practices positive customer relations. Cleans and maintains shop, customer waiting area and parking lot. May operate cash register, control stock inventory and perform other office related duties.

GED: 3 SVP: 4 PA: M 3 4 7 EC: I 6 DPT: 6 6 4

APT.	INT.	TEMP.
G V N S P Q K F M E C		
4 4 4 4 <u>3</u> <u>5</u> <u>3</u> <u>3</u> <u>3</u> <u>5</u> <u>4</u>	1 9 3	2 Y

8581-185 AUTOMOTIVE-GLASS-INSTALLER APPRENTICE (motor vehicle)

Performs duties of **8581-184 GLASS INSTALLER** (motor vehicle) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

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8581-192 VINYL-ROOF INSTALLER (motor vehicle)

Installs and repairs automobile vinyl-roof coverings:

Washes automobile roof. Removes window moulding and trim, using prying tool and screwdriver, or covers moulding and trim with tape. Cuts vinyl material and underpadding to size and shape. Operates machine to sew widths of vinyl together. Sprays or brushes glue onto roof of automobile. Fits vinyl and underpadding onto roof, trims covering, and smooths by hand. Operates drill and rivet gun to replace moulding and trim. Removes excess glue with cloth and solvents, and waxes vinyl roof. Spreads liquid plastic over tears in vinyl coverings, and presses with textured plate to simulate existing covering.

GED: 2 SVP: 4 PA: L 4 EC: I DPT: 6 8 4

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
4	4	4	<u>4</u>	4	5	<u>4</u>	<u>4</u>	<u>3</u>	4	4			3 1 9	2 3 Y

8581-214 TIRE CHANGER (motor vehicle)

Changes motor vehicle tires:

Operates controls of hoist or uses jack to raise vehicle, and removes wheel from vehicle, using hand or power wrenches. Places wheel on tire-changing machine, and operates machine to remove tire from rim. Washes replacement tire, and spreads cement on wheel rim to ensure air-tight seal. Operates tire-changing machine to install tire on rim. Sets dial, and operates compressed-air hose to inflate tire to required pressure. Places wheel on static or dynamic balancing device, and observes gauges to detect imbalances. Clamps weights to wheel rim to balance wheel. Bolts wheel to vehicle. Repairs punctured inner tubes or tires, if required, using cement and patches or plugs.

GED: 2 SVP: 2 PA: M 3 4 EC: I 5 DPT: 6 8 7

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
4	4	4	<u>4</u>	4	5	<u>4</u>	4	<u>3</u>	4	5			3 1 9	2 3 Y

8582-108 AIRCRAFT MAINTENANCE ENGINEER (air & space-craft)

Conducts fault diagnosis inspections, tests airworthiness of aircraft engines, airframes, propellers and other installed systems and components, and supervises or performs the servicing, repairing, modifying and overhauling of aircraft and their systems and components to certify fixed and rotary winged aircraft and balloons for flight:

Performs duties similar to those of **8582-110 AIRCRAFT MECHANIC** (air & spacecraft), but specializes in the inspection and testing of aircraft and their systems and components in compliance with regulated standards. Maintains aircraft and their components in serviceable state (as designated by licence endorsement held) by determining the condition of the complete aircraft, including components, and by overseeing or performing the servicing, repairing, modifying and testing of components. Reads and interprets parts and service manuals, manufacturer bulletins and consults diagrams and schematics to determine manufacturer specifications, disassembly sequence instructions and replacement part information. Inspects completed repairs or replacements made to aircraft. Certifies aircraft

as airworthy or for return to service, by completing technical reports and maintaining logs in accordance with applicable regulated standards.

GED: 4 SVP: 8 PA: M 2 3 4 5 7 EC: B 5 6 DPT: 2 3 1

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
<u>3</u>	3	3	<u>2</u>	<u>2</u>	4	<u>3</u>	<u>3</u>	<u>2</u>	4	3			1 9 0	1 0 Y

8582-112 AERO-ENGINE TECHNICIAN (military)

Tests, services and repairs aircraft engines and associated fuel and ignition systems on Canadian Forces aircraft:

Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Opens inspection doors, removes panels and examines and checks equipment. Tests, modifies, repairs, replaces or adjusts parts and components. Performs functional tests on components to ensure adherence to military and manufacturers' specifications. Performs visual and functional checks on fuel systems, lubricating systems, hydraulic systems, ignition systems, propeller controls and airborne auxiliary power supplies. Prepares aircraft engines for shipping, and ensures fluid hoses are capped, openings are sealed and engines are inhibited. Operates crane to remove and install engines, and to place time-expired engines in shipping containers. Undertakes non-destructive testing of engine mounts and other assemblies and components, using Magnetic Particle Inspection (MPI) or Liquid Penetrant Inspection (LPI). Replenishes fuel and oil reservoirs and tanks from refuelling tenders or oil-storage facilities. Operates ground support equipment such as aircraft starters and compressors. Participates as member of towing-crew when aircraft have to be moved on ground. Maintains maintenance records and manuals.

GED: 4 SVP: 7 PA: M 2 3 4 7 8 EC: B 5 6 DPT: 2 6 1

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	3	3	<u>2</u>	<u>2</u>	4	<u>3</u>	3	<u>3</u>	4	3			1 9	0 Y

8582-113 AIRFRAME TECHNICIAN (military)

Tests, services and repairs airframe, fuel, hydraulic, pneumatic and pressurization systems and components on Canadian Forces aircraft:

Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Opens inspection doors, removes panels and examines and checks systems and components. Tests, repairs and modifies equipment. Inspects and repairs aircraft structure, control surfaces such as wing flaps and ailerons, undercarriage systems including wheels and tires, and hydraulic and brake systems. Inspects components and parts, utilizing non-destructive testing methods such as Magnetic Particle Inspection (MPI) and Liquid Penetrant Inspection (LPI). Operates manual and power-jacking devices to lift aircraft for weighing or other purposes. Applies corrosion-control techniques to airframe and associated components. Cleans airframe components to remove oil and grease, and wipes components dry with clean cloths. Maintains and operates ground support equipment to monitor fuel and oil levels and battery conditions. Aligns aircraft and checks symmetry. Certifies serviceability of aircraft after repair or

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adjustment. Maintains maintenance records and manuals. Participates as member of towing crew when aircraft have to be moved on ground.

GED: 4 SVP: 7 PA: M 2 3 4 7 8 EC: B 5 6 DPT: 2 6 1

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	3	3	2	3	4	3	3	3	4	4			1 9	0 Y

8582-116 REFINISHER TECHNICIAN (military)

Fabricates, repairs and refinishes aerospace vehicles, components and parts and ancillary equipment used by Canadian Forces:

Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Inspects vehicles and components for rust. Cleans, repaints, finishes and refinishes surfaces to specifications, using paint remover and brushes or spray-painting equipment. Fabricates and repairs fibreglass, rubber, textiles, leather, wood, plastic and synthetic materials and components, portable shelters, protective covers, jigs and training aids, using upholstery tools and equipment, sewing machines, precision tools and power and hand tools. Fabricates prototypes for special projects in accordance with sketches, drawings and blueprints. Estimates time and cost requirements and prepares statistical and other reports and returns. May perform other duties including repair and refinishing of land vehicles, marine craft and furniture.

GED: 3 SVP: 6 PA: M 3 4 6 7 EC: I 5 6 7 DPT: 3 6 1

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	4	3	4	3	4	3	4	4	5	4			1 9	0 Y

8583-111 CAR-REPAIRER APPRENTICE (rail. rolling stock)

Performs duties of **8583-110 CAR REPAIRER** (rail. rolling stock) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

8584-112 HEAVY-DUTY-EQUIPMENT MECHANIC (mech. equip., n.e.c.; motor vehicle)

Repairs, overhauls and maintains heavy-duty equipment and gas and diesel powered motor vehicles:

Repairs, overhauls and maintains backhoes, tractors, side-booms, front-end loaders and other heavy-duty equipment and gas and diesel powered trucks and other motor vehicles [**8584-378 CONSTRUCTION-EQUIPMENT MECHANIC** (mech. equip., n.e.c.)] and [**8581-110 MOTOR-VEHICLE MECHANIC** (motor vehicle)].

GED: 4 SVP 8 PA: H 3 4 6 7 EC: B 5 6 7 DPT: 2 6 1

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	3	3	3	2	4	3	3	3	4	4			1 9 0	0 Y

8584-113 HEAVY-DUTY-EQUIPMENT-MECHANIC APPRENTICE (mech. equip., n.e.c.; motor vehicle)

Performs duties of **8584-112 HEAVY-DUTY-EQUIPMENT MECHANIC** (mech. equip., n.e.c.; motor vehicle) on a progressive basis according to a training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

8584-123 MILLWRIGHT APPRENTICE (mech. equip., n.e.c.)

Performs duties of **8584-122 MILLWRIGHT** (mech. equip., n.e.c.) on a progressive basis according to a training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

8584-132 MECHANICAL MAINTAINER, NUCLEAR-GENERATING STATION AND HEAVY WATER PLANT (mech. equip., n.e.c.)

Repairs pumps, valves, traps, separators, piping, boilers, pressure vessels, heat exchangers, fans, blowers, compressors, turbines, diesels, generators and fuelling machines used in nuclear-generating stations, heavy water plants, and associated facilities:

Inspects equipment to detect internal faults. Dismantles equipment, using hand tools. Cleans equipment, and verifies dimensions of parts. Repairs, replaces, or fabricates parts, using portable power tools and machine tools. Prepares metal and welds to X-ray and other nondestructive testing standards. Measures pipe, using sketch pipe lay-outs, cuts external threads, makes up threaded joints, and services flow and control valves. Installs new pipelines, and identifies pipes and fittings. Performs rigging operations. Tests and adjusts equipment to ensure efficient operation. Trains subordinate personnel. Carries out safety procedures related to detection and control of ionizing radiation and toxic gas levels.

GED: 4 SVP: 7 PA: M 2 3 4 5 6 EC: B 4 5 6 7 DPT: 2 6 1

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	3	3	2	3	4	3	3	3	4	5			0 9 1	1 0 Y

8584-140 PLASTICS PROCESSING EQUIPMENT MECHANIC (mech. equip., n.e.c.; plastic prod.)

Maintains, troubleshoots and repairs plastics moulding machines:

Observes and listens to machine to isolate malfunction. Dismantles equipment, using hand tools, to remove suspect part(s). Examines form and texture of part and uses precision measuring tools to detect part deterioration and wear. Operates metalworking machines, such as, lathes, mills and grinders to make new part or repair existing ones. Replaces bearings, seals, gears and belts. Maintains moulding machines hydraulic and pneumatic systems, according to established maintenance schedule. Replaces defective electrical components to maintain electrical machine circuits. Troubleshoots basic electronic machine faults, using electronic testing equipment. Reads and interprets detailed drawings and repair manuals. Inspects parts produced by machines to detect flaws. Assists **8573-110 PLASTICS-MOULDING-MACHINE SETTER** (plastic prod.) with machine set-up, start-up and try out procedures. Cleans and maintains moulds. Services programmable controls and programs basic moulding cycles, according to instructions provided by manufacturer. Prepares

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maintenance and production reports. Informs maintenance department when major repair work is required.

GED: 4 SVP: 6 PA: M 3 4 7 EC: I 5 6 DPT: 2 8 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 4 <u>3</u> <u>3</u> 4 <u>3</u> <u>3</u> <u>3</u> 4 5	1 9 0	1 0 Y

8584-188 FARM-EQUIPMENT INSTALLER (mech. equip., n.e.c.)

Assembles, installs and repairs farm equipment in barns, farm yards and feedlots:

Drives truck to transport farm equipment, tools and supplies to work site. Operates backhoe to dig foundation holes, manure lagoons, and other excavations. Constructs wood forms for concrete foundations for stationary farm equipment. Mixes and pours concrete into forms. Assembles pre-fabricated silo-unloaders, feed conveyors, gutter cleaners, manure stackers, blowers, and similar equipment, using hand and power tools and welding equipment. Installs electric motors, manure pumps, pipes and valves. Helps to install and connect electric wiring to motors, pumps and switches. Aligns moving parts, adjusts tension of conveyor belts, drive belts and chains, and lubricates equipment. Instructs customer in operation and maintenance of equipment. Repairs and services farm equipment.

GED: 4 SVP: 6 PA: H 3 4 EC: B 6 7 DPT: 2 6 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 4 <u>3</u> <u>3</u> 4 <u>3</u> <u>4</u> <u>3</u> 4 4	1 9 0	Y 0 1

8584-331 FARM-EQUIPMENT-MECHANIC APPRENTICE (mech. equip.; n.e.c.)

Performs duties of **8584-330 FARM-EQUIPMENT MECHANIC** (mech. equip., n.e.c.) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

8584-383 DIESEL-MECHANIC APPRENTICE (mech. equip., n.e.c.)

Performs duties of **8584-382 DIESEL MECHANIC** (mech. equip., n.e.c.) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

8585-119 OFFICE-MACHINE REPAIRER APPRENTICE (mech. equip., n.e.c.)

Performs duties of **8585-118 OFFICE-MACHINE REPAIRER** (mech. equip., n.e.c.) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

8585-120 PHOTOCOPYING-MACHINE SERVICER (mech. equip., n.e.c.)

Services and repairs photocopying machines on customers' premises: Operates machine and listens to and watches machine to detect malfunctions. Removes protective panels from machine, using hand tools. Checks and cleans rollers. Checks mechanical and electrical parts of machine, using mechanical and electrical testing devices. Replaces faulty parts, using hand tools and soldering gun. Lubricates moving parts of machine. Confers with supervisor or senior technician regarding servicing problems. Completes service and activity reports. Maintains parts inventory. Orders paper, transparencies, developers, toners and other supplies requested by customer. Demonstrates use of machine to customer, if required. Sells service contract to customer, if required.

GED: 4 SVP: 6 PA: M 3 4 7 EC: I 6 DPT: 2 6 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>3</u> <u>3</u> 4 <u>3</u> 4 4 4 <u>3</u> <u>3</u> 5 4	9 1	0 Y

8585-121 WORD AND INFORMATION PROCESSING EQUIPMENT SERVICER (electronic equip.; mech. equip., n.e.c.)

Installs and repairs electronic typewriters, printers and word and information processors and peripherals:

Performs duties of **8585-118 OFFICE-MACHINE REPAIRER** (mech. equip., n.e.c.) and **8535-114 REPAIRER, ELECTRONIC-EQUIPMENT** (electronic equip.), but specializes in repairing electronic typewriters and word and information processors. Installs and demonstrates typewriters, printers, processors and peripherals, according to manufacturers' specifications. Instructs operator on normal equipment operation. Disassembles and cleans equipment and components according to manufacturers' maintenance instructions. Lubricates switches and electrical contacts, such as, cable and PCB connectors, relays and mechanical assemblies. Replaces worn or defective parts, such as, belts, screws, fans, filters and indicator lights, using component insertion and extraction tools and soldering equipment. Makes routine mechanical and electrical adjustments. Loads and runs diagnostic software and hooks up test equipment to measure equipment performance. Reads and interprets repair manuals, logic and mechanical diagrams and schematics to determine source of problem. Isolates equipment faults to subassemblies or integrated circuits and components. Replaces faulty components or subassemblies. Adjusts voltage levels and equipment timing, and aligns circuits and mechanical assemblies, according to manufacturers' specifications. Completes work orders, invoices and warranty records.

GED: 4 SVP: 6 PA: M 4 5 6 7 EC: I 6 DPT: 2 6 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>3</u> <u>3</u> 3 <u>3</u> <u>3</u> 4 <u>3</u> <u>3</u> <u>3</u> 5 4	1 9 0	0 Y

8585-124 ELECTRONIC CASH REGISTER SERVICER (electronic equip.; mech. equip., n.e.c.)

Services and repairs electronic cash registers and related equipment: Performs duties of **8585-126 CASH-REGISTER REPAIRER** (mech. equip.; n.e.c.), but specializes in servicing and repairing electronic cash registers and related equipment. Connects electronic cash register to

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peripherals and other equipment, such as, power lines, keyboards, scales, pen and scanner bar-code readers, monitors, and voice synthesizers, using cable preparation and soldering equipment. Demonstrates and verifies operation of equipment, to ensure installation meets specifications. Cleans equipment, lubricates switches and electrical controls, and replaces defective parts to maintain equipment. Makes routine mechanical and electronic equipment adjustments, using mechanical gauges, electronic test equipment and diagnostic software. Isolates electronic cash register equipment faults to subassemblies or integrated circuits and components. Replaces faulty components or subassemblies, such as, laser assemblies, circuit boards and switches. Aligns electronic circuits and mechanical assemblies, using alignment equipment and special gauges and jigs. Selects, hooks up, and uses test equipment to ensure operation of cash registers and equipment meets specifications.

GED: 4 SVP: 6 PA: M 4 7 EC: I 6 DPT: 2 8 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>3</u> <u>3</u> <u>3</u> <u>3</u> <u>3</u> <u>4</u> <u>3</u> <u>3</u> <u>3</u> 5 4	1 0 9	0 Y

8587-111 WATCH-REPAIRER APPRENTICE (scient. & ind. equip., n.e.c.)

Performs duties of **8587-110 WATCH REPAIRER** (scient. & ind. equip., n.e.c.) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

8588-112 CONTROL TECHNICIAN, NUCLEAR-GENERATING STATION AND HEAVY WATER PLANT (scient. & ind. equip., n.e.c.)

Installs, tests, maintains and repairs instruments and control systems in nuclear-generating station, heavy water plant, and associated facilities:

Installs and modifies equipment. Tests and troubleshoots analogue and digital computers, and electronic, pneumatic and electrical measuring, controlling and protective devices, instruments and systems. Analyzes test results. Repairs and maintains equipment. Tests and maintains power generation and distribution equipment, systems and controls. Recommends changes to correct or improve efficiency and safety of equipment. Prepares records on operation of equipment, test results, calibrations and maintenance performed, faults detected, and spare parts used. Trains subordinate personnel. Carries out safety procedures related to detection and control of ionizing radiation and toxic gas levels. See also definition for term title, **02-410 TECHNICIAN** (prof. & tech., n.e.c.).

GED: 4 SVP: 7 PA: M 2 3 4 7 EC: B 5 6 DPT: 2 6 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>3</u> <u>3</u> <u>3</u> <u>3</u> <u>2</u> <u>4</u> <u>3</u> <u>2</u> <u>2</u> 4 4	9 0 1	0 Y 1

8588-113 INSTRUMENT AND ELECTRICAL TECHNICIAN (military)

Services, maintains and repairs equipment and components associated with instrument, electrical and electro-mechanical systems of Canadian Forces aircraft:

Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Sets up and operates instruments and electrical, electro-mechanical and electronic-test equipment to test and adjust components. Interprets schematics and circuit diagrams to assist in diagnosing faults. Adjusts and replaces parts and components. Maintains and operates battery shops and diagnoses and rectifies faults on test equipment and charging equipment. Inspects aircraft batteries, and distills water, mixes electrolytes, charges and cleans batteries. Drives light vehicles and aircraft-towing vehicles and operates ground support vehicles such as loading ramps, starting carts and energizers. Maintains aircraft maintenance manuals.

GED: 4 SVP: 7 PA: L 4 7 8 EC: I 6 DPT: 2 6 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 3 <u>2</u> <u>3</u> <u>4</u> <u>3</u> <u>2</u> <u>3</u> 4 4	9 1	0 Y

8588-115 BIOMEDICAL AND LABORATORY EQUIPMENT REPAIRER (electronic equip.; scient. & ind. equip., n.e.c.)

Installs, maintains and repairs electronic biomedical equipment in hospitals, clinics and in medical and research laboratories:

Reads and interprets installation and repair manuals and diagrams to service patient monitoring, life support, surgical, diagnostic, treatment, paramedical and laboratory electronic equipment and apparatus. Fabricates multiconductor cables and connectors using cable preparation hand tools. Installs and connects equipment, according to manufacturers' specifications, using soldering and hand tools. Demonstrates operation of equipment and user controls to certify that equipment meets performance specifications and safety standards. Conducts routine maintenance to clean, lubricate and adjust equipment according to schedule. Replaces worn or defective parts using hand tools. Troubleshoots electronic equipment to isolate fault to operator or to related equipment, such as, computer hardware or software. Selects and connects required test equipment and interprets test results to isolate equipment fault to sub-assemblies, integrated circuit or components. Replaces faulty components or sub-assemblies using component insertion and extraction tools and soldering equipment, and aligns, adjusts and calibrates system to repair electronic biomedical and laboratory equipment. Maintains detailed repair records.

GED: 4 SVP: 7 PA: L 4 7 EC: I 6 DPT: 2 6 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>3</u> <u>3</u> <u>3</u> <u>2</u> <u>2</u> <u>4</u> <u>3</u> <u>3</u> <u>2</u> 5 4	1 9 0	0 Y

8588-119 INDUSTRIAL-INSTRUMENT-MECHANIC APPRENTICE (scient. & ind. equip., n.e.c.)

Performs duties of **8588-118 INSTRUMENT REPAIRER** (scient. & ind. equip., n.e.c.) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

8588-120 INTEGRAL-SYSTEMS TECHNICIAN (military)

Maintains and repairs integral systems such as flight data recorders, autopilots and synchro-servo systems in Canadian Forces aircraft:

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Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Sets up and operates mechanical, electrical and electronic-test equipment such as oscilloscopes and current-measuring devices to diagnose faults. Examines, aligns, recalibrates and repairs integral systems components such as navigation systems and flight control systems. Replaces defective or expired components. Operates aircraft ground support equipment and mobile power supplies.

GED: 4 SVP: 7 PA: L 4 7 8 EC: I 6 DPT: 2 6 1

APT.													INT.	TEMP.	
G	V	N	S	P	Q	K	F	M	E	C					
3	3	3	<u>3</u>	<u>3</u>	4	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	4	4	9	1	0	Y

8588-136 DENTAL-EQUIPMENT-MAINTENANCE TECHNICIAN (military)

Installs, maintains and repairs dental instruments and equipment in Canadian Forces ships and Bases:

Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Installs, assembles, rebuilds, tests, maintains and repairs dental instruments and equipment. Orders, stores, issues and accounts for dental materials, instruments and equipment. Inspects material, instruments and equipment to ensure specifications are met. Assists in operation of dental equipment warehouse or dental equipment repair section.

GED: 4 SVP: 6 PA: L 4 7 EC: I DPT: 2 8 1

APT.													INT.	TEMP.	
G	V	N	S	P	Q	K	F	M	E	C					
3	3	3	<u>3</u>	<u>3</u>	4	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	5	4	9	1	0	Y

8589-131 FUEL-INJECTION APPRENTICE (mech. equip., n.e.c.)

Performs duties of **8589-130 FUEL-INJECTION-UNIT SERVICER** (mech. equip., n.e.c.) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

8589-144 REPAIRER, SMALL ENGINES (mech. equip., n.e.c.)

Repairs small engines used in lawn mowers, chain saws, garden tractors, rotary tillers, snowmobiles and similar machines:

Reads work order to determine nature of complaint. Observes and listens to engine to determine fault. Tests engine with compression gauges and other devices. Dismantles engine, using hand tools. Cleans and examines engine parts. Replaces worn or defective parts, and assembles engine. Adjusts carburetors, chains, throttle linkages and other parts. Repairs manual starters, transmissions and other assemblies, and operates power tools to reface valves or to machine similar parts. Welds broken parts, sharpens blades, and performs

related duties. Prepares reports of work performed, parts replaced, and cost of repairs.

GED: 3 SVP: 7 PA: M 3 4 6 7 EC: I 5 6 DPT: 2 8 1

APT.													INT.	TEMP.		
G	V	N	S	P	Q	K	F	M	E	C						
<u>3</u>	4	4	<u>3</u>	<u>3</u>	4	<u>4</u>	<u>3</u>	<u>3</u>	4	4	1	9	0		Y	0

8589-145 REPAIRER, SMALL-ENGINE APPRENTICE (mech. equip., n.e.c.)

Performs duties of **8589-144 REPAIRER, SMALL ENGINES** (mech. equip., n.e.c.) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

8589-196 HEAVY-EQUIPMENT SERVICER (any ind.)

Services heavy equipment at work locations of construction, logging, mining and other industrial sites:

Schedules times to service equipment and maintains service records. Drives service unit truck to work locations at construction or other industrial site. Greases running gear, booms, pulleys, buckets and other components of heavy equipment according to manufacturer's specifications, using pneumatic or hand grease gun. Drains and replaces engine lubricating oil using hand tools and pumps. Replaces oil, air and fuel filters. Adds or replaces hydraulic and transmission fluids. May perform other duties including making minor repairs to heavy equipment.

GED: 3 SVP: 4 PA: M 2 3 4 8 EC: O 6 DPT: 6 8 3 4

APT.													INT.	TEMP.	
G	V	N	S	P	Q	K	F	M	E	C					
3	4	4	<u>3</u>	<u>3</u>	4	<u>3</u>	4	<u>3</u>	<u>3</u>	4	5	1	9	0	Y

8591-123 JEWELLER APPRENTICE (jewellery & precious metal prod.)

Performs duties of **8591-122 JEWELLER** (jewellery & precious metal prod.) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

8592-115 SHIPWRIGHT, METAL AND WOOD APPRENTICE (ship & boat bldg.)

Performs duties of occupations such as: **8592-114 SHIPWRIGHT, METAL** (ship & boat bldg.); and **8592-118 SHIPWRIGHT, WOOD** (ship & boat bldg.) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

8592-120 HULL TECHNICIAN (military)

Maintains and repairs hull structures and equipment, and water services, ventilation systems, boats and life rafts of Canadian Forces ships:

Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Repairs hull structure equipment and

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fittings, using woodworking power tools, hand tools, painting equipment, plastic lay-up and production methods, arc and oxy-acetylene welding equipment and sheet-metal tools. Performs emergency hull repairs, using leak-stopping materials, soft patches, shoring and damage-control equipment. Repairs boats and life rafts. Tests, maintains and repairs ship's water services. Leads fire-fighting teams in extinguishing fires. Controls air-conditioning, ventilation and heating systems onboard ship.

GED: 4 SVP: 7 PA: M 2 3 4 EC: B 6 7 DPT: 2 6 1

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	3	3	<u>3</u>	<u>3</u>	<u>4</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>4</u>	<u>4</u>			9 1	0 Y

8592-200 BOATBUILDER APPRENTICE (ship & boat bldg.)

Performs duties of **8592-198 BOATBUILDER, WOOD** (ship & boat bldg.) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

8592-201 RIG MECHANIC (ship & boat bldg.)

Maintains and repairs machinery, drilling equipment, auxiliary support systems and other mechanical units on board drilling platform or vessel at sea:

Schedules maintenance work and assists members of engineering crew and drilling crew to repair marine systems and drilling equipment of rig. Monitors operation of air compressors, heat exchangers, air driers, regulators and valves. Inspects and checks draw-works, rotary table, transmissions and associated components for proper operation and condition. Repairs or replaces defective parts such as sprockets, chains, gears, bushings, brakes and couplings. Troubleshoots malfunctioning pneumatic pipe-hoisting and handling equipment and hydraulic systems of pipe racker, power tongs and wireline winch. Replaces defective parts such as, seals, valves, connectors and lines, fixes leaks, changes filters and replenishes fluids according to maintenance instructions. Services potable water makers, steam generators, hot water boilers, cooling systems and domestic sanitation system. Monitors water quality in systems, adjusts temperatures and pressures and applies specified chemical treatments. Monitors operation of drilling mud conditioning equipment, services and repairs circulating pumps, sets fluid flow rates and adjusts shakers to specifications. Visually inspects crane booms, swing bearings, main blocks, brakes and other mechanical and hydraulic components for excessive wear, cracks, leaks, lubrication and adjustment. Tests and maintains anchor windlasses and components. Inspects and maintains davits and propulsion engines of lifeboats, motor-operated valves of ballast system and pneumatic sea-chest valves. Maintains records of repairs and orders replacement parts. Submits reports about equipment failures and recommends modifications and changes to operational procedures. May operate basic machine tools such as, lathe, drill press, grinder and cutting torch or welding equipment to make or repair parts.

GED: 4 SVP: 7 PA: H 2 3 4 6 7 EC: B 5 6 DPT: 2 8 1

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
<u>3</u>	<u>4</u>	<u>4</u>	<u>3</u>	<u>3</u>	<u>4</u>	<u>4</u>	<u>3</u>	<u>3</u>	<u>4</u>	<u>4</u>			9 1	0 Y 1

8592-203 MARINE-ENGINE-MECHANIC APPRENTICE (ship & boat bldg.)

Performs duties of **8592-202 MARINE-ENGINE MECHANIC** (ship & boat bldg.) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

8592-207 OUTBOARD-MOTOR-MECHANIC APPRENTICE (ship & boat bldg.)

Performs duties of **8592-206 OUTBOARD-MOTOR MECHANIC** (ship & boat bldg.) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

8592-228 MOTORMAN/WOMAN, OFFSHORE DRILLING RIG (ship & boat bldg.)

Lubricates equipment and assists mechanics in maintenance and repair of machinery on board drilling platform or vessel at sea:

Oils and greases moving parts of mechanical equipment such as, shaft and motor bearings, sprockets, drive chains, gears and pulleys with specified lubricants. Observes operating machinery for defects, listens for malfunctions and reports incidents to supervisor. Assists engineer, electrician or mechanic to remove machinery or components for repair. Disassembles, cleans and re-assembles equipment as directed, using hand and pneumatic power tools and cleaning materials. May record lubrication or other scheduled maintenance activities.

GED: 2 SVP: 3 PA: H 2 3 4 6 7 EC: B 5 6 DPT: 6 8 4

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
4	4	5	4	5	5	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	5			1 3	2 3

8595-115 MOTOR-VEHICLE-PAINTER APPRENTICE (motor vehicle)

Performs duties of **8595-114 PAINTER** (motor vehicle) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

8595-116 TRAFFIC-SIGN PAINTER (gov. serv.)

Paints letters and symbols on metal plates to produce traffic signs: Mixes paints and thinners to required colour and consistency, and paints metal sign blanks, using roller. Cuts letters, numerals and designs from reflective material, using stencils and cutting tools. Applies adhesive to reflective material, lays out letters on sign blank, and places blank in heat applicator to fix letters to blank. Draws or traces letters, numerals or symbols on profilm stencil, and cuts out figures. Positions silk screen over profilm stencil, and applies solvent to render areas of screen impermeable to paint. Positions silk screen over sign blank on printing table, and pours and rolls paint over silk screen to transfer design to sign blank. Cleans screen, using cloth and solvent.

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Draws and paints traffic signs free-hand, if required. Erects road signs, if required, using power auger, hoist and other equipment.

GED: 3 SVP: 6 PA: L 4 7 EC: I 7 DPT: 3 8 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 4 4 <u>3</u> 4 4 <u>3</u> 4 <u>3</u> 5 <u>3</u>	1 9 0	2 0 Y

8595-200 VEHICLE CLEANER-COATER (motor vehicle)

Washes, waxes, and coats vehicles after they have been rustproofed: Sprays solvent over exterior of vehicle, and wipes vehicle with cloth to remove rustproofing overspray. Screws inside door panels into place, or pushes plugs into holes in door to seal doors after rustproofing. Screws window cranks into place. Washes body, roof and tire of vehicle. Waxes vehicle, using sprayer attachment, cloth or other applicator. Operates hand-held power polisher to polish vehicle between wax applications, or polishes vehicle with cloth. Sprays polished surface with plastic protective coating, and polishes dried coating. Washes and vacuums interior of vehicle. Cleans spots on upholstery and carpeting with spot remover, and sprays upholstery and carpeting with fabric protectors. Cleans and polishes trim, windows and mirrors. Fills sprayers, and cleans equipment and work area.

GED: 2 SVP: 2 PA: L 3 4 EC: I 6 7 DPT: 6 8 7

APT.	INT.	TEMP.
G V N S P Q K F M E C		
4 4 5 4 4 5 <u>4</u> 4 <u>4</u> 5 4	1 3	2 3

8595-252 RESURFACING TECHNICIAN (misc. prod. fab., n.e.c.)

Spray-coats bathtubs, sinks, tiles and other enamel or ceramic items with protective and decorative materials: Selects or mixes desired colour coating. Cleans surface of item and applies acid to surface or operates grinder to prepare surface for application of new coating. Tapes and covers areas not to be treated. Removes fixtures using handtools. Applies water or chemicals to surface of item to neutralize acid. Fills holes and chips in surface with enamel filler, using pallet knife. Sands dried surface. Sprays surface with bonding liquid and colour and glaze coatings. Dries coatings between applications using blowdryer or heating lamp. Removes protective tape and coverings, and cleans spraying equipment. May perform other duties including repairing chips in surface of enamel or ceramic items.

GED: 2 SVP: 3 PA: L 3 4 7 EC: I 6 7 DPT: 6 8 4

APT.	INT.	TEMP.
G V N S P Q K F M E C		
4 4 4 4 4 5 <u>4</u> 4 <u>3</u> 5 4	1 9	3 Y

8599-111 AMMUNITION TECHNICIAN (military)

Inspects, repairs, maintains, stores, transports and disposes of explosives and ammunition as member of Canadian Forces ammunition team: Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Inspects ammunition, interprets drawings and specifications and dismantles and assembles ammunition to assess

condition. Repairs and tests ammunition. Paints ammunition, using brushes and spray-painting equipment. Maintains ammunition data cards. Demolishes, burns or neutralizes surplus, obsolete or deteriorated ammunition and explosives. Prepares, places and fires demolition charges to destroy stockpiles of ready-use ammunition during combat. Prepares, loads and ships ammunition and explosives. Drives trucks up to 3 tons capacity.

GED: 3 SVP: 6 PA: M 4 7 8 EC: B 6 DPT: 6 8 4

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 4 4 3 4 <u>3</u> <u>3</u> 4 5 4	1 9	0 Y

8599-738 SAFETY-SYSTEMS TECHNICIAN (military)

Maintains survival and safety equipment and systems in Canadian Forces aircraft: Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Operates pressurized pumping equipment to replenish oxygen and nitrogen in aircraft. Inspects and adjusts aircraft canopy jettison and ejection escape systems. Assists in development of fixed, portable and emergency drop-down oxygen systems, fixed and portable fire extinguishers, life-raft-deployment systems, personal restraint systems and pneumatic anti-gravity systems. Packs personal, automatic and manual troop, cargo extraction, stabilization and deceleration parachutes, emergency and survival kits, life rafts and flotation equipment. Services and maintains oxygen-testing devices, timing instruments, vacuum chambers and pumps, and other testing devices. Compiles maintenance records and log books on safety equipment.

GED: 3 SVP: 6 PA: M 2 4 7 EC: B 6 DPT: 3 8 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 3 4 4 4 4 <u>3</u> 4 4 5 5	1 9	0 Y

8711-144 GRADALL OPERATOR (construction)

Operates self-propelled machine equipped with telescopic boom to excavate, load, level, ditch, slope, spread and clean out earth and other materials, and to break and rip up pavement, concrete abutments and other structures at construction or other industrial site: Operates hand and foot controls to drive machine to work site or onto tractor-trailer for transportation to work site. Operates controls to position machine according to instructions or hand signals. Attaches excavating, ditching, concrete removal or other type of bucket, hammer drill, blade, scaling or ripping bar or other device to telescopic boom using hand tools. Operates machine controls to excavate, grade, spread and load earth and other materials; to trench, trim, slope and clean ditches; to drill, break and rip up pavement; to scale slag from mill furnaces; to clear snow off bridges and ice from ditches; to remove tree stumps and to perform other construction operations. Services machine and makes minor repairs.

GED: 3 SVP: 4 PA: M 4 5 7 8 EC: B 6 DPT: 6 8 3

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 4 4 <u>3</u> 4 5 <u>3</u> <u>4</u> <u>3</u> <u>3</u> 5	9 1	0 Y

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8733-113 REFRIGERATION AND AIR-CONDITIONING MECHANIC APPRENTICE (mech. equip., n.e.c.)

Performs duties of occupations such as: **8533-118 REFRIGERATION MECHANIC** (mech. equip., n.e.c.); and **8733-114 AIR-CONDITIONING MECHANIC, COMMERCIAL** (mech. equip., n.e.c.) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

8733-116 REFRIGERATION AND MECHANICAL TECHNICIAN (military)

Installs and maintains refrigeration and air-conditioning equipment at Canadian Forces Bases:

Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Performs duties similar to those of **8733-114 AIR-CONDITIONING MECHANIC, COMMERCIAL** (mech. equip., n.e.c.). Installs industrial-type refrigeration equipment such as used in curling rinks, skating rinks, walk-in coolers and freezers. Installs portable air-conditioners and air-conditioning and ventilation systems to cool buildings, computers and radar components. Monitors operation of mechanical, electrical and hydraulic components of radar site, including heat-exchange, pressurization, antenna drive, oil transfer and primary power systems. Tests, maintains and repairs equipment.

GED: 4 SVP: 7 PA: M 2 3 4 5 6 7 EC: B 2 6 7 DPT: 2 6 1

APT.													INT.			TEMP.	
G	V	N	S	P	Q	K	F	M	E	C							
3	3	3	3	3	4	3	3	3	5	4			9	1	0	0 Y	

8733-117 REFRIGERATION AND AIR-CONDITIONING MECHANIC (mech. equip., n.e.c.)

Installs, services and repairs industrial, commercial and domestic refrigeration cooling and air-conditioning systems:

Lays out reference points at specified locations for installation of condenser, compressor and evaporator units and ancillary components required for type of system being installed. Drills or cuts holes in walls and floor of building and installs brackets and mountings for equipment, using portable power and hand tools. Screws or bolts components into position. Measures, cuts, flares and bends piping to fabricate refrigerant lines that connect units. Attaches piping to refrigeration units and system components according to drawings and specifications, using a variety of pipe fittings and hand tools, and solders joints in piping to form circulatory system for refrigerant. Installs functional components such as motors, fans, filters, thermostats and switches. Charges system with refrigerant to specified level. Starts up system, checks pressure and temperature gauges and adjusts valves and controls to regulate operation of equipment. Tests refrigerant lines with gas-leak tester to detect leaks. Repairs leaks and recharges system with refrigerant. Assesses mal- functions to isolate faults and identify defective or improperly adjusted components. Dismantles equipment in system, test controls and sub-assemblies and replaces defective or worn parts to make repairs.

GED: 4 SVP: 7 PA: M 3 4 6 7 EC: I 6 7 DPT: 2 6 1

APT.													INT.			TEMP.	
G	V	N	S	P	Q	K	F	M	E	C							
3	3	3	3	3	4	3	3	3	4	4			1	9	0	0 Y	

8733-146 ELECTRICIAN HELPER (construction)

Helps electricians assemble, install and repair electrical wiring, fixtures and equipment in houses, industrial and commercial establishments and other buildings:

Conveys tools and materials to work site. Measures, cuts and bends wire and conduit, using tape measure and hand tools. Removes insulation from wires. Drills holes for wiring and pulls wiring through openings. Positions and fastens wiring and fixtures, as directed by electrician. Installs or replaces fuses, sockets, insulators and other elements of electrical systems and fixtures, under supervision. Assists electrician to isolate and correct defects in wiring, switches, motors and other electrical equipment. Maintains tools and equipment. See also definition for term title, **02-160 HELPER** (any ind.).

GED: 2 SVP: 3 PA: M 2 3 4 7 EC: B 6 DPT: 6 8 4

APT.													INT.			TEMP.	
G	V	N	S	P	Q	K	F	M	E	C							
4	4	4	4	4	5	4	4	3	3	4			1	3	9	2 3	

8735-119 ELECTRICIAN, COMMUNICATIONS- EQUIPMENT APPRENTICE (electric. equip.; telecom.)

Performs duties of **8735-118 ELECTRICIAN, COMMUNICATIONS EQUIPMENT** (electric. equip.; telecom.) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

8735-128 TERMINAL-EQUIPMENT TECHNICIAN (military)

Installs, modifies, maintains and repairs telephone exchange and non-radio communications equipment in static and field environments of Canadian Forces:

Performs duties as described under master title **01-300 SERVICE-MAN/WOMAN** (military). Performs duties similar to those of **8735-110 CENTRAL-OFFICE-EQUIPMENT REPAIRER** (telecom.). Tests, repairs and maintains telephone exchanges and equipment, office intercom systems, telephone repeaters, distribution frames, and telephone terminal equipment. Installs, tests and modifies telephone exchange and non-radio communications equipment according to schematic diagrams. Sets up and operates portable radio relay equipment. Operates diesel and gasoline powered generating systems to ensure serviceability and to provide power for equipment. Compiles logs, circuit equipment and cable records, and statistical returns of terminal equipment, telephone exchanges and associated circuits. Drives light vehicles as required.

GED: 4 SVP: 7 PA: L 3 4 5 6 7 EC: I 6 7 DPT: 2 6 1

APT.													INT.			TEMP.	
G	V	N	S	P	Q	K	F	M	E	C							
3	3	3	3	3	4	3	3	4	4	3			1	9		0 Y	

8735-139 LINE INSTALLER-REPAIRER (military)

Installs, repairs and maintains telephone communication lines in operational areas and at Canadian Forces Bases:

Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Drives and operates line-construction

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vehicles and equipment fitted with hydraulic booms and augers, cable ploughs and trenchers to build and service communication lines. Splices telephone cables manually and installs buried and aerial telephone wire systems. Erects, maintains and dismantles communication towers. Installs, repairs and dismantles temporary combat-telephone systems. Amends records and blueprints to indicate changes.

GED: 4 SVP: 7 PA: M 2 3 4 5 6 7 8 EC: B 6 DPT: 3 6 1

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	3	3	3	3	4	4	4	4	4	4	4	4	1 9	0 Y

8735-184 FIBRE-OPTIC CABLE SPLICER (telecom.)

Joins fibre-optic cables used in high capacity communications and data transmission links for applications such as telephone systems, computer networks and industrial instrumentation and controls:

Assembles parts, tools and equipment for use on site. Prepares work site by erecting shelter tent on utility pole or putting up traffic barricades and removing manhole cover from underground installation. Sets up work space lighting and ventilation and positions tools, splicing equipment and test instrumentation. Cuts fibre-optic cable and strips covering to expose specified length of fibre ends. Cleans bared fibre with solvent and using a special cutting tool, cleaves fibre ends for joining. Positions and clamps prepared glass fibre ends in fusion splicing machine, inspects fibre cleaves through microscope and activates splicer. Removes spliced glass fibre from splicing machine and confirms with operator of test instrumentation that splice is made correctly as indicated on oscilloscope. Places spliced fibres in splice organizer and completes closure of splice in accordance with specifications. Pressurizes and tests cable sheathing. May join plastic fibre-optic cables using similar techniques to prepare fibre ends as for glass fibre fusion splicing, by using epoxy to attach fibres to mechanical connectors for completion of splice.

GED: 3 SVP: 4 PA: M 2 3 4 7 EC: B 6 7 DPT: 6 8 4

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	4	4	4	4	3	4	3	3	4	4	4	4	1 9	Y 0

8739-111 ELECTRICIAN (military)

Installs and maintains external and internal electrical distribution systems at Canadian Forces Bases:

Lays out, assembles, installs and repairs electrical wiring in houses, drill halls, hangers and other structures at military installation, [8733-122 ELECTRICIAN (construction)]. Constructs and maintains network of overhead and underground power lines used to conduct electricity from generating plant to consumers at military installation, [8731-118 LINE MAINTAINER (elec. power)]. Installs and repairs underground conduit and cable systems and related equipment used to conduct electric power to military installation, [8731-122 CABLE INSTALLER-REPAIRER (elec. power)].

GED: 4 SVP: 7 PA: M 2 3 4 5 6 7 EC: B 6 DPT: 2 6 1

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	3	3	3	3	3	4	3	3	3	4	3	3	1 9	0 Y

8739-123 ELECTRIC-METER REPAIRER APPRENTICE (elec. power)

Performs duties of 8739-122 ELECTRIC-METER REPAIRER (elec. power) on a progressive basis according to training schedule. See also definition for term title, 02-010 APPRENTICE (any ind.).

8780-162 HOUSING REHABILITATION SPECIALIST (construction)

Supervises and co-ordinate activities of workers engaged in rehabilitating and renovating older homes:

Performs duties as described under master title, 01-250 SUPERVISOR, FOREMAN/WOMAN (any ind.). Confers with property owner, examines prepared drawings or inspects residence to become familiar with the nature of the proposed restoration or renovation. Describes construction steps and sequences required, prepares list of desired improvements and calculates estimate for labour and material costs. Negotiates price with owner and signs work agreement. Plans restoration by applying knowledge of period design, construction techniques, and materials used on original dwelling to ensure restoration is architecturally and structurally balanced. Prepares specifications and drawings or works with pre-established references. Orders material and arranges site deliveries. Schedules and co-ordinates work of subcontractors, to ensure that work is of required standard, on time and within budget. Notifies municipal building inspectors when inspection work is required. Oversees project to completion. Resolves customer complaints by listening to owner's concerns and taking necessary corrective action.

GED: 4 SVP: 7 PA: M 2 3 4 5 6 7 EC: B 6 DPT: 1 3 8

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	3	3	3	3	4	4	4	4	4	4	5	5	5 9	4 5 0

8781-112 STAGE CARPENTER (broadcast., motion pic. & stage)

Fabricates, erects, modifies and repairs stage sets and scenery fixtures for theatrical performances, and television and motion picture productions:

Performs duties of 8781-110 CARPENTER (construction). Specializes in constructing sets and components on stage, in production studio or on location. Reads and interprets sketches and artistic drawings to determine specifications, and discusses set design requirements with production personnel. Prepares construction drawings based on design requirements. Constructs wooden framework for scenery, flats, platforms, stairways, doors and other set components, according to specifications. Covers exterior surfaces with canvas, paper, plywood sheets, fibreglass, paints and varnishes, and other materials. Directs workers engaged in dismantling and reassembling (striking and mounting) theatrical sets. Positions scenery according to production requirements. May assist 9599-118 PROP MAKER (broadcast., motion pic. & stage) in constructing props, miniatures and set pieces.

GED: 4 SVP: 7 PA: M 2 3 4 7 EC: B 6 DPT: 3 6 1

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	3	3	3	3	4	3	3	3	3	4	3	3	1 9 0	0 Y

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8784-123 LATHER APPRENTICE (construction)

Performs duties of **8784-122 LATHER** (construction) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

8785-119 PAINTER, INDUSTRIAL APPRENTICE (construction)

Performs duties of **8785-118 PAINTER, ROUGH** (construction) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

8787-111 ROOFER, TILE (construction)

Covers roofs of structures with cement, masonry or baked clay roofing tile to form a protective and waterproof surface:

Studies specifications, visits work site and inspects roof to plan installation. Measures roof and calculates amount of underlay, strapping material and quantity of tile required. Rolls out, cuts and nails underlay to surface of roof. Measures and cuts wooden strapping material to required lengths, and nails strapping horizontally over underlay at measured intervals, according to type and size of tile to be installed. Transports tile to deck of roof, manually, or using mechanical hoisting equipment. Mixes and applies roofing mortar and embeds tile in mortar, along edge of roofing surface. Lays tile over strapping and nails tile in place. Overlaps, interlocks and nails successive rows of tile to complete side of roof, and checks uniformity of installation. Caps roof peaks, hips and ridges using roofing mortar to secure tile. Cuts, fits and installs metal flashing in valleys and around chimneys or vents. Caulks all seams and joints, as required. Repairs tiled roofs by removing and replacing damaged tiles. Directs labourers and helpers during various stages of installation.

GED: 3 SVP: 6 PA: H 2 3 4 EC: O 6 DPT: 4 6 4

APT.													INT.	TEMP.		
G	V	N	S	P	Q	K	F	M	E	C						
3	3	3	3	3	4	3	4	3	3	3	4		1	9	0	Y

8787-129 PRE-HEATER TENDER, PIPELINE (construction)

Tends pre-heater unit preceding wrapping machine on large diameter pipe to maintain proper pipe temperature in cold weather, during construction of oil and natural gas pipelines:

Connects hoses from pre-heater to propane supply using hand tools. Ignites pre-heater's propane burners. Walks beside pipeline and observes pre-heater temperature gauge as heater is moved down pipeline. Turns valve to increase or decrease amount of propane released to maintain specified pipe temperature. Performs minor repairs on pre-heater unit.

GED: 2 SVP: 2 PA: M 4 EC: O 2 6 DPT: 6 8 5

APT.													INT.	TEMP.			
G	V	N	S	P	Q	K	F	M	E	C							
4	4	4	4	4	5	4	4	3	4	5			9	1	3	2	Y

8791-125 PLUMBER-GAS FITTER (military)

Installs, repairs and maintains water, sewage and heating-distribution systems at Canadian Forces Bases:

Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Calculates capacity of system required, and installs hot water tanks, hot and cold water piping, septic tanks and distribution fields according to health regulations. Installs, tests and repairs oil and gas burning appliances and equipment, and associated electrical circuits. Installs water pumps and fire hydrants. Locates underground piping and leaks, using electronic-detecting equipment. Locates faults, and repairs or replaces components in sewers and water mains, venting, domestic hot and cold water pipes, and steam, hot water and warm air heating systems. Dismantles, replaces parts and reassembles pumps. Fabricates sheet-metal ducts, repairs and replaces smoke pipes, eavestroughs and flashing. Prepares estimates and computes cost of labour and materials. Drives light vehicles.

GED: 4 SVP: 7 PA: M 2 3 4 7 8 EC: B 4 6 7 DPT: 3 6 1

APT.													INT.	TEMP.		
G	V	N	S	P	Q	K	F	M	E	C						
3	3	3	3	3	4	3	4	3	4	4			9	1	0	Y

8791-135 PIPELINE REHABILITATION WORKER (construction)

Cleans and coats pipeline systems, such as, existing sewer and water-mains and industrial effluent pipes with cement-mortar lining, to improve flow rates and reduce corrosion:

Reads work plans and engineering drawings, and confers with municipal or industrial personnel to determine scope of project and to identify material requirements. Removes drain and manhole covers, or directs excavating equipment operator to expose pipe. Cuts into pipeline, to gain access to pipe, if required. Cleans work area of gas using blower, and isolates section of pipeline. Lowers cleaning and coating equipment into pipeline using hoisting device and lays flexible hose to convey cement-mortar mixture between points. Operates mechanical winch to pull spring-bladed scrapers through isolated sections of pipe and descale pipe walls. Winches piston-type wire brushes and rubber disc squeegee through pipe to remove refuse. Signals truck driver to dump wet cement-mortar mixture into hopper of mixing-pumping machine, or empties bags of cement into hopper. Tends machine to mix cement-mortar and force mixture through hose under pressure to coating equipment positioned in underground pipe. Draws lining machine through pipe using mechanical winch, to automatically fling cement-mortar mixture against interior surface of pipe. Pulls drag trowel device, equipped with flexible metal blades through pipe, to smooth lining to desired thickness. Closes reconditioned section of pipe to maintain moist conditions for predetermined period and cure cement-mortar lining. Operates tire mounted, electronically powered lining machine inside large pipes to recondition large bore piping systems. Disconnects hoses, removes equipment from manhole and cleans equipment at completion of project. Adjusts and lubricates moving parts to maintain pumps, compressors and mechanical winches. Conducts internal inspections of drains and sewers using closed circuit television equipment, to examine and record sewage system conditions. May recondition new or salvaged pipe on surface site, using spinning rig device, to compact and spread even

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layer of cement-mortar along surface of pipe. May supervise and direct activities of work crew.

GED: 3 SVP: 6 PA: H 2 3 4 EC: O 5 6 7 DPT: 6 6 2

APT.													INT.	TEMP.		
G	V	N	S	P	Q	K	F	M	E	C						
3	4	4	4	4	4	4	3	4	3	4	5	1	9	0	0	Y

8791-137 LINER INSTALLER, PIPELINES (construction)

Installs impermeable felt tube reconstruction liners, coated with thermosetting resins, in municipal and industrial pipelines, to seal, strengthen and preserve existing pipelines:

Performs duties similar to those of **8791-135 PIPELINE REHABILITATION WORKER** (construction), but specializes in installing felt tube liners in deteriorated pipe systems. Inserts inversion stand-pipe in manhole or existing entry point. Feeds liner into stand-pipe by hand. Connects water hoses to pumping machine and attaches end of hose to top of stand-pipe. Activates water pump to force water into liner and invert resin coated liner inside out, using the weight of water. Maintains water pressure to push liner along length and against walls of damaged pipe section. Tends water circulating equipment with attached heating source, to circulate hot water throughout section and cure the resins. Monitors temperature gauges of incoming and outgoing water to ensure process temperatures are maintained. Opens cold water valve and gradually increases flow to cool liner and commence curing process. Dismantles, cleans and lubricates equipment. May insert and connect high density polyethylene pipes within existing, deteriorating pipe to rehabilitate pipeline systems.

GED: 3 SVP: 5 PA: M 4 EC: O DPT: 6 6 5

APT.													INT.	TEMP.	
G	V	N	S	P	Q	K	F	M	E	C					
4	4	4	4	4	4	4	4	4	4	4	5	1	9	0	Y

8791-148 SPACER (construction)

Spaces abutted pipe ends precisely in preparation for welding during construction of oil and natural gas pipelines:

Signals side-boom tractor operator to pick up pipe. Signals **9311-124 SIDE-BOOM TRACTOR OPERATOR** (construction); **8791-166 STABBER** (construction) and **8791-154 CLAMPER** (construction) to align, abut and hold pipe ends. Adjusts position of abutted pipe ends using spacing tool and hammer. Inserts spacing tool between pipe ends to maintain precise spacing in preparation for welding. Installs outside clamps on small diameter pipe.

GED: 2 SVP: 4 PA: M 4 7 EC: O 2 6 DPT: 6 6 1

APT.													INT.	TEMP.		
G	V	N	S	P	Q	K	F	M	E	C						
4	4	4	3	4	5	4	4	4	3	4	5	9	1	3	2	Y

8791-152 PLUMBER HELPER (construction)

Helps plumbers assemble, install and repair pipes, fixtures and fittings used for water distribution and waste disposal:

Carries tools and materials from truck to work site. Cuts passage holes in walls, floors and foundations, through which pipe is to pass. Assists plumber to install pipe assemblies and plumbing fixtures, such as,

sinks, toilets, showers and water heaters. Helps repair and maintain piping systems, plumbing fixtures and drains. Cleans work site. Maintains and cleans tools. See also definition for term title, **02-160 HELPER** (any ind.).

GED: 2 SVP: 3 PA: M 2 3 4 EC: B 6 DPT: 6 8 4

APT.													INT.	TEMP.		
G	V	N	S	P	Q	K	F	M	E	C						
4	4	4	4	4	4	4	4	4	4	4	5	1	3	9	3	2

8791-162 MANDREL OPERATOR, PIPELINE (construction)

Operates pneumatic or hydraulic mandrel device to maintain shape of pipe during pipe bending operations at oil and natural gas pipeline construction site:

Inserts mandrel into pipe and manipulates reach rod to move mandrel into position inside pipe, and to withdraw mandrel as signalled by **8791-140 BENDING-MACHINE OPERATOR, PIPELINE** (construction). Pushes buttons or turns valve on mandrel to activate pressure required to maintain shape of pipe.

GED: 2 SVP: 2 PA: H 4 EC: O 2 6 DPT: 6 8 4

APT.													INT.	TEMP.			
G	V	N	S	P	Q	K	F	M	E	C							
4	4	4	4	4	5	4	4	4	3	4	5	9	1	3	2	3	Y

8791-166 STABBER (construction)

Aligns and guides pipe ends into position for welding during construction of oil and natural gas pipelines:

Guides pipe held by side-boom tractor into alignment with end of pipe already in place in response to hand signals of **8791-148 SPACER** (construction). Moves pipe end to adjust position of abutted pipes as signalled.

GED: 2 SVP: 2 PA: H 3 4 7 EC: O 2 6 DPT: 6 8 7

APT.													INT.	TEMP.	
G	V	N	S	P	Q	K	F	M	E	C					
4	4	4	4	4	5	4	4	4	4	5	9	1	3	2	3

8793-111 ORNAMENTAL-METALWORKER APPRENTICE (construction)

Performs duties of **8793-110 ORNAMENTAL METALWORKER** (construction) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

8793-122 MEASURER (struct., plate & ornam. metal)

Measures sizes of various openings in buildings for subsequent fabrication and installation of metal-framed products:

Examines drawings and other specifications to determine scope of work. Measures and records exact dimensions of structural openings so that items such as doors and windows can be fabricated to required size. Sketches any odd-shaped openings and records dimensions and other customer specifications required to fabricate and assemble

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product. Estimates cost of installation, if required. Installs metal-framed products, if required.

GED: 3 SVP: 4 PA: L 2 3 4 7 EC: B DPT: 4 8 4

APT.													INT.	TEMP.			
G	V	N	S	P	Q	K	F	M	E	C							
4	4	<u>3</u>	<u>3</u>	4	4	<u>3</u>	4	4	5	5			1	9	2	0	Y

8796-115 REHABILITATION HOUSING INSPECTOR (construction; gov. serv.)

Inspects rehabilitation housing project(s) for compliance with building codes, by-laws and regulations, and recommends the granting of funds to renew housing:

Performs duties similar to those of **8796-110 BUILDING-CONSTRUCTION INSPECTOR** (construction; gov. serv.), but specializes in inspecting rehabilitation housing. Inspects structural components of residence such as, foundation and basement, exterior and interior walls, floors and roof to ensure all components are sound. Checks insulation and thermal values and examines interior and exterior finishing. Inspects building services such as, heating systems, plumbing and sewage disposal systems and electrical services for compliance to community standards. Appraises condition of housing where owner has applied for special funding and prepares list of eligible renovations or replacements. Identifies building materials required to rehabilitate structure, prepares cost estimates for material and labour, and submits recommendations to fund granting agency for approval. Examines workmanship and materials to ensure that standards are met. Compiles data to keep concise records on all inspection activities. Issues orders for non-compliance, recommends legal action to obtain compliance and appears in court to give evidence, when required. Conducts special inspections of homes when requests are received to improve overall accessibility of home for disabled persons.

GED: 4 SVP: 8 PA: L 2 3 4 5 7 EC: B DPT: 2 6 4

APT.													INT.	TEMP.			
G	V	N	S	P	Q	K	F	M	E	C							
<u>2</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>2</u>	4	4	4	4	4	4			1	5		0	Y

8798-108 MANUFACTURED HOUSING PRODUCTION WORKER (construction)

Fabricates and assembles wall and floor panels, trusses and other modular components to manufacture housing and other structures on factory-like assembly line:

Performs duties as described under definition for term title, **02-160 HELPER** (any ind.). Follows instructions of group leader during each stage of construction. Positions pre-cut studs and joists along guide rails of layout table, to ensure pieces fit squarely. Caulks seams and operates air powered nailing gun to assemble frame. Lays out and nails sheathing material on assembled frame. Erects, aligns and secures walls on floor components, according to specifications. Fabricates trusses using jigs and pre-cut lumber. Operates overhead crane to position trusses on walls of structure. Installs electrical, heating and plumbing services and fixtures. Insulates outer walls and ceiling of structure. Applies dry-wall to inside walls of shell and tapes and finishes joints. Covers roof of structure. Finishes exterior of structure according to specifications. Applies paints and varnishes to interior and exterior surfaces of structure. Installs prefabricated trim items, such as, doors,

windows, cabinets and railings. Installs floor coverings. May help install structure on foundation.

GED: 2 SVP: 3 PA: M 2 3 4 EC: 1 5 6 DPT: 6 8 7

APT.													INT.	TEMP.			
G	V	N	S	P	Q	K	F	M	E	C							
4	4	4	<u>4</u>	4	4	<u>3</u>	4	<u>4</u>	3	5			1	3		2	3

8798-110 PAPER LATCHER (construction)

Places rolls of glass fabric, felt paper, or other materials onto arms of pipe-wrapping machine:

Lifts and slides rolls of pipe-wrapping material onto arms of machine, and turns key to lock rolls in place. Unwinds several feet of material from roll and presses end of strip against pipe until machine makes initial turn. Wraps strips of material manually around pipes inaccessible to pipe-wrapping machine.

GED: 1 SVP: 2 PA: H 3 4 EC: O 5 6 7 DPT: 8 8 6

APT.													INT.	TEMP.			
G	V	N	S	P	Q	K	F	M	E	C							
4	5	5	4	4	5	<u>4</u>	4	<u>4</u>	4	5			3	1		2	3

8798-118 SKID SETTER (construction)

Sets wooden support skids under welded pipe joints during construction of oil and natural gas pipelines:

Picks up and places skids under pipe joints to form crib-like supporting structure as **9311-124 SIDE-BOOM TRACTOR OPERATOR** (construction) raises pipes to allow for positioning of skids.

GED: 1 SVP: 2 PA: H 3 4 EC: O 2 6 DPT: 6 8 7

APT.													INT.	TEMP.			
G	V	N	S	P	Q	K	F	M	E	C							
4	4	5	4	4	5	<u>4</u>	4	<u>4</u>	<u>4</u>	5			1	3		2	3

8799-133 STRUCTURES TECHNICIAN (military)

Constructs, finishes and maintains buildings and structures at Canadian Forces bases:

Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Lays out sites and constructs foundations. Assembles prefabricated structures, and constructs wood, masonry and metal buildings. Completes exterior and interior finishes including cladding, trim, drywall, plaster and flooring. Repairs brick, stone and block structures. Constructs and repairs bridges and culverts. Erects scaffolding, shoring and ladders. Performs elementary survey work and structural design, using survey instruments and drafting equipment. Estimates or interprets structural estimates, specifications, drawings and charts.

GED: 4 SVP: 7 PA: M 2 3 4 7 EC: B 6 DPT: 3 6 1

APT.													INT.	TEMP.			
G	V	N	S	P	Q	K	F	M	E	C							
3	3	3	<u>3</u>	4	4	<u>3</u>	4	<u>3</u>	4	4			9	1		0	Y

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8799-136 SOLAR HEATING EQUIPMENT INSTALLER (construction)

Installs and maintains solar energy equipment to collect, store and circulate heat for residential, institutional or industrial use:

Inspects premises, estimates energy needs and discusses options for solar heating with customer. Determines type of system desired and selects suitable locations for installing equipment. Takes measurements, plans layout and chooses components required for system. Marks positions on building structure for collectors, heat storage unit or tank and distribution system. Cuts holes in roof, floors and walls of building for installation of equipment, plumbing and wiring, using carpenter's tools. Constructs supports and mounting brackets for collectors and installs or modifies ducting, as required by system. Fits plumbing between collectors and heat exchangers or storage tank, using plumber's hand tools. Lays out and installs electrical wiring to pumps, valves, temperature sensors and control switches according to local electrical codes. Tests operation of electrical components and checks plumbing for leaks. Checks system operation, troubleshoots malfunctions and adjusts or replaces defective units. Performs scheduled maintenance checks and responds to service calls to repair or regulate equipment and maintain effectiveness of solar heating installations.

GED: 4 SVP: 6 PA: M 2 3 4 5 EC: B 6 DPT: 2 5 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
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8799-137 WOOD BURNING APPLIANCE INSTALLER (construction)

Installs wood burning heating units in homes, in compliance with codes, standards and regulations:

Examines drawings or inspects work site to determine scope of installation. Transports heating unit, purchased by customer, to installation site, uncrates unit and inspects for damage. Positions unit in accordance with shielding and clearance requirements. Determines compatibility of existing chimney and venting system. Reads and interprets manufacturer instructions and specifications, and installs unit accordingly. Starts and adjusts unit and inspects controls for operation and safety. Tests unit using draft gauge and combustion efficiency test equipment. Instructs owner on safety features, operational characteristics and proper firing procedures. Leaves address and service telephone number with customer. Prepares estimates and invoices. Removes existing heating units. Services, tests, adjusts and repairs units for no heat, over heat and under heat conditions. May install oil and solid fuel combination heating units.

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APT.	INT.	TEMP.
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8799-145 FIELD ENGINEER (military)

Designs, constructs, maintains and demolishes roads, airfields, heliports, bridges, fords, causeways and ferries in support of combat arms group of Canadian Forces:

Performs duties as described under master title, **01-300 SERVICE-MAN/WOMAN** (military). Drafts or interprets drawings and sketches detailing construction to be erected. Surveys area, and lays out sites. Operates or oversees operation of heavy equipment to excavate, grade and move materials. Sets up and operates pontoons and other devices to ferry personnel and equipment across water. Prepares and detonates charges and explosives. Tests, purifies and filters water and constructs local distribution systems. Lays out and constructs sewage-disposal facilities, and performs soil analysis studies. Operates graders, bulldozers, front-end loaders, trenchers and cranes to construct and maintain roads. Provides advice on concealment and deception in relation to camouflage of installations, units or equipment. Lays mine fields and prepares maps showing location. Detects and disposes of land mines, booby traps and explosives. Breeches or removes natural and man-made obstacles to ground mobility. Constructs and maintains field fortifications for protection of personnel, equipment, aircraft and vehicles. Undertakes carpentry, plumbing and masonry work in support of construction projects. Participates in underwater activities such as demolition and placing explosives.

GED: 3 SVP: 7 PA: M 2 3 4 7 8 EC: B 4 5 6 7 DPT: 6 6 3

APT.	INT.	TEMP.
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9153-119 MARINE-ENGINEER APPRENTICE (water trans.)

Performs duties of **9153-114 MARINE-ENGINEER OFFICER** (water trans.) on a progressive basis according to training schedule. See also definition for term title, **02-010 APPRENTICE** (any ind.).

9159-113 UNDERWATER VEHICLE PILOT, REMOTE CONTROL (any ind.)

Operates unmanned remote controlled offshore vehicle (ROV), from support vessel to conduct scientific, commercial, industrial or other underwater inspections:

Performs duties of **6199-110 DIVER** (any ind.) to rig and service robot-like underwater vehicle. Supervises and directs team members to successfully navigate and operate ROV underwater vehicle. Connects umbilical and tether cables from support vessel to ROV using hand tools. Operates powered cable winch and reel to lower ROV into water at dive site. Manipulates controls at pilot's console to navigate and operate ROV. Moves hand-held joystick to control horizontal movement of vehicle. Monitors video screen to observe navigation of ROV and receive visual display of ROV's field of vision. Pulls trigger controls to activate still camera, adjust video camera tilt and operate videotape equipment. Performs duties similar to those of **8533-124 RIG ELECTRICIAN** (electric. equip.) and **8535-105 ELECTRONIC TECHNICIAN, DRILLING RIG** (electronic equip.), to service, maintain and repair ROV control, propulsion, tethering, and handling systems and sub-systems.

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APT.	INT.	TEMP.
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NEW CCDO OCCUPATIONAL DESCRIPTIONS

9175-124 LOGGING TRUCK DRIVER (forest. & log.; motor trans.)

Operates diesel powered tractor trailer combinations to transport raw forest products over rugged terrain on bush haul roads:

Performs duties similar to those of **9175-122 TRUCK DRIVER, TRACTOR-TRAILER** (motor trans.), but specializes in hauling live loads of tree length wood under changing weather and road conditions. Positions log haul unit for loading or unloading, according to hand signals of loading equipment operator. Changes trailer stakes to different configurations to haul varying lengths of wood. Observes loading activity, inspects trailer for load security and accepts or rejects load. Communicates with other drivers, by radio, to determine their position on bush haul roads, and to ascertain road conditions. Manoeuvres loaded unit through designated load aligners to straighten loads. Assesses road conditions and grades to determine speed and gear selection for safe operating on bush roads. Interprets and applies governmental and industry transportation regulations. Makes emergency mechanical repairs.

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9179-164 FOOD DELIVERY DRIVER (motor trans.)

Drives car, light van or truck to deliver prepared foods to customers:

Verifies operating condition of vehicle. Picks up prepared food order(s), such as, pizza, chicken or Chinese foods at counter of food preparation establishment. Reads bill to determine delivery destination or receives verbal instructions from order taker. Places order(s) in insulated container or in oven, if vehicle is so equipped. Drives vehicle to customer's home or business, to make delivery. Collects cash or

credit card payment and issues receipt. May take telephone and walk-in orders. May assist in the preparation of foods.

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9919-108 RESEARCH ASSISTANT (any ind.)

Collects and analyzes information to assist researchers and other professional workers conduct surveys on issues of social, educational, medical, technological, business or other interest:

Searches sources of existing data, such as, reference works, literature, documents, newspapers, and statistical records, to obtain information on assigned subject. Conducts in-person and telephone interviews to collect data, using prepared script. Batches and mails questionnaires and opens and sorts incoming survey response mail. Compiles responses and prepares statistical tabulations following prescribed procedures. Codes and enters data into micro or main frame computers. Analyzes and evaluates applicability of information according to nature and purpose of project. Corresponds with survey participants to explain purpose of survey, answer inquiries and collect other required information. Prepares reports, abstracts, bibliographies, graphs, charts or maps, to assist researchers present information.

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APT.													INT.	TEMP.
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INDEX SECTION

INTRODUCTION

The new CCDO Index is a large but highly functional arrangement of job and occupational titles. Studies have revealed that using the original Alphabetical Index of Occupational Titles was the most common method of locating occupations. However, most users found the 1971 Index to be a complex and confusing affair, so the new CCDO Index has been both simplified and greatly expanded. For the first time it is comprised of job titles as well as occupational titles. It now totals some 30,000 titles, more than double the number of entries found in the 1971 Index. All of the original occupational titles have been included, with the exception of those found to be obsolete. Many new titles have been added as a result of revisions to certain Major Groups in the past years, and others have been acquired through intensive job and occupational studies. Numerous users have provided information on previous discrepancies, such as obsolete or incorrectly classified titles, and it is our earnest hope that such contributions will continue. Any information which might help to maintain the accuracy and precision of the CCDO and its Index may be directed to:

Chief, Operations Division
Occupational and Career
Information Branch
Employment and Immigration Canada
Place du Portage, Phase IV, 5th Floor
OTTAWA/HULL, K1A 0J9

Users of the CCDO who are unable to locate a specific occupation or its title may direct enquiries to the same address, observing the following procedure:

1. Indicate the originator's name, address and telephone number;
2. Commence all communications with subject heading: "Coding Enquiry";
3. Give the job title(s) by which the occupation is known;
4. Indicate the industry;
5. Describe the job duties in full;
6. Describe the education and experience normally required to perform these duties.

Replies to coding enquiries will be made without delay.

While the new Index is much larger than its predecessor, it has also been made simpler and more convenient to use. Only two types of occupational titles are now listed, these being the official CCDO Title and Additional Titles.

The CCDO Title (previously identified as the Base Title) is the title by which an occupation is most commonly known in Canada, or which is most descriptive of the nature of the occupation. Printed in bold-face, upper-case font, the CCDO Title appears with the appropriate industry designation(s) and seven-digit code: e.g. **FEATHER RENOVATOR** (laund., clean. & press.) **6198-154**. The CCDO Title is now the only occupational title to appear with the occupational description in the revised CCDO.

Additional Titles is the collective term given to all previous alternate, related, and example titles, as well as the various job titles which are now included. These are simply titles by which an occupation may be known in different parts of the country or in a variety of industries. An Additional Title may also be supplied to reflect a more specific work situation than that expressed by the CCDO Title. For example, **8735-142 PROTECTIVE-SIGNAL SERVICER** (telecom.) has such Additional Titles as **burglar-alarm servicer** and **fire-alarm servicer**. An Additional Title may serve the further function of assisting the user to locate occupations whose titles have been changed so that they are no longer sex-discriminatory. Such previous titles as **REPAIRMAN** and **FOREMAN** now appear as Additional Titles to CCDO Titles replacing them, **REPAIRER** and **FOREMAN/WOMAN** respectively. Like the CCDO Titles, Additional Titles appear with the appropriate industry designation(s) and seven-digit code number, but they are printed in bold-face, lower-case font:

asphalt-spreader operator (construction) **8713-114**.

Additional Titles appear in the CCDO Index but they are not included in the occupational descriptions.

A list of industry designations and their abbreviations follow the CCDO Index of Job/Occupational Titles. Entries in upper-case font are actual industry designations, and those in lower-case font are inversions provided to assist the user in their identification and location. In the last part of the CCDO Index, definitions are provided for each of the 96 Industry Designations.

*** Asterisks appearing opposite titles in the Index of Job/Occupational Titles denote titles of occupations that appear in this Guide, published on pages 43 to 126.**

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ALPHABETICAL INDEX OF INDUSTRY DESIGNATIONS

This index identifies the industry designations and their abbreviations. Entries in capital letters are actual industry designations, and those in lower case are inversions.

Industry Designation

Abbreviation

A

AGRICULTURE	agric.
AIR AND SPACE-CRAFT MANUFACTURING AND REPAIRING	air & space-craft
AIR TRANSPORT	air trans.
ammunition and explosives manufacturing	explosives
AMUSEMENT AND RECREATION	amuse. & rec.
ANIMAL AND VEGETABLE OIL EXTRACTING	animal & veg. oil
ANY INDUSTRY	any ind.
ASBESTOS AND MINERAL WOOL PRODUCTS MANUFACTURING	asbestos & min. wool
ASPHALT ROOFING MANUFACTURING	asphalt roof.

B

BAKERY PRODUCTS	bake. prod.
BANKING AND FINANCE	bank. & finance
beverage and food processing, n.e.c.	food & bev., n.e.c.
boat and ship building and repairing	ship & boat bldg.
brewing, distilling and fermenting	distill., brew. & ferment.
BROADCASTING, MOTION PICTURE AND STAGE PRODUCTION	broadcast., motion pic. & stage
BUSINESS SERVICES	bus. serv.

C

CANNING AND PRESERVING, N.E.C.	can. & preserv., n.e.c.
CATERING AND LODGING	cater. & lodg.
CEMENT, STONE AND CLAY PRODUCTS MANUFACTURING	cement, stone & clay
CHEMICAL MANUFACTURING, N.E.C.	chem., n.e.c.
cleaning compounds and soap manufacturing	soap
cleaning, laundering and pressing	laund., clean. & press.
CLERICAL	clerical
clay, cement and stone products manufacturing	cement, stone & clay
coal and petroleum products manufacturing	petrol. & coal prod.
coating, metal stamping and pressing	metal stamp., press. & coat.
CONFECTIONERY MANUFACTURING	confection.
CONSTRUCTION	construction

D

DAIRY PRODUCTS PROCESSING	dairy
DISTILLING, BREWING AND FERMENTING	distill., brew. & ferment.
distributing and generating, electric power	elec. power
dyeing and leather tanning and fur dressing	leather tan. & fur dress.

E

EDUCATION AND TRAINING	educ.
ELECTRICAL EQUIPMENT MANUFACTURING AND REPAIRING	electric equip.
ELECTRIC POWER, GENERATING AND DISTRIBUTING	elec. power
ELECTRONIC EQUIPMENT MANUFACTURING AND REPAIRING	electronic equip.
EXPLOSIVES AND AMMUNITION MANUFACTURING	explosives

F

fabric and garment manufacturing and repairing	garment & fabric
fabricating metal, n.e.c.	metal fab., n.e.c.
fabricating miscellaneous products, n.e.c.	misc. prod. fab., n.e.c.
FEED AND FLOUR MILLING	feed & flour mill.
fermenting, distilling and brewing	distill., brew. & ferment.
fibres synthetic manufacturing	syn. fibres
finance and banking	bank. & finance
FISHING	fishing
FISH PROCESSING	fish process.

ALPHABETICAL INDEX OF INDUSTRY DESIGNATIONS

Industry Designation	Abbreviation
flour and feed milling.....	feed & flour mill.
FOOD AND BEVERAGE PROCESSING, N.E.C.....	food & bev., n.e.c.
FORESTRY AND LOGGING.....	forest. & log.
forging, machining and welding.....	mach., weld. & forg.
fur dressing and leather tanning and dyeing.....	leather tan. & fur dress.
FUR GOODS MANUFACTURING AND REPAIRING.....	fur goods
FURNITURE MANUFACTURING AND REPAIRING.....	furn.
G	
GARMENT AND FABRIC MANUFACTURING AND REPAIRING.....	garment & fabric
generating and distributing, electrical power.....	elec. power
GLASS AND GLASS PRODUCTS MANUFACTURING.....	glass
GOVERNMENT SERVICES.....	gov. serv.
H	
handbag, luggage and small leather goods manufacturing and repairing.....	leather goods
HUNTING AND TRAPPING.....	hunt. & trap.
I	
industrial and scientific equipment manufacturing and repairing, n.e.c.....	scient. & ind. equip., n.e.c.
INSURANCE AND REAL ESTATE.....	insur. & real estate
IRON AND STEEL PROCESSING.....	iron & steel
J	
JEWELLERY AND PRECIOUS METAL PRODUCTS MANUFACTURING AND REPAIRING.....	jewellery & precious metal prod.
K	
KNIT GOODS MANUFACTURING.....	knit goods
L	
LAUNDERING, CLEANING AND PRESSING.....	laund., clean. & press.
leather goods, luggage and handbag manufacturing and repairing.....	leather goods
LEATHER TANNING AND FUR DRESSING AND DYEING.....	leather tan. & fur dress.
LINOLEUM AND ALLIED PRODUCTS MANUFACTURING.....	linoleum prod.
lodging and catering.....	cater. & lodg.
logging and forestry.....	forest. & log.
LUGGAGE, HANDBAG AND SMALL LEATHER GOODS MANUFACTURING AND REPAIRING.....	leather goods
M	
MACHINING, WELDING AND FORGING.....	mach., weld. & forg.
meat packing and slaughtering.....	slaught. & meat pack.
MECHANICAL EQUIPMENT MANUFACTURING AND REPAIRING, N.E.C.....	mech. equip., n.e.c.
MEDICAL SERVICES.....	medical
medicines, pharmaceuticals and toiletries manufacturing.....	pharm. & toil.
METAL FABRICATING, N.E.C.....	metal fab., n.e.c.
metal processing, non-ferrous.....	non-ferrous metal
METAL STAMPING, PRESSING AND COATING.....	metal stamp., press. & coat.
milling, feed and flour.....	feed & flour mill.
MILITARY.....	military
mineral products manufacturing, n.e.c., non-metallic.....	non-metal. min. prod., n.e.c.
mineral wool and asbestos products manufacturing.....	asbestos & min. wool
MINING AND QUARRYING.....	mining & quarrying
MISCELLANEOUS PRODUCTS FABRICATING, N.E.C.....	misc. prod. fab., n.e.c.
MISCELLANEOUS SERVICES.....	misc. serv.
motion picture, stage and broadcasting production.....	broadcast., motion pic. & stage
MOTOR VEHICLE MANUFACTURING AND REPAIRING.....	motor vehicle

ALPHABETICAL INDEX OF INDUSTRY DESIGNATIONS

Industry Designation	Abbreviation
MOTOR VEHICLE TRANSPORT	motor trans.
N	
natural gas and oil production.....	oil & nat. gas
NON-FERROUS METAL PROCESSING	non-ferrous metal
NON-METALLIC MINERAL PRODUCTS MANUFACTURING, N.E.C.....	non-metal. min. prod., n.e.c.
O	
OIL AND NATURAL GAS PRODUCTION	oil & nat. gas
ornamental metal, structural and plate working	struct., plate & ornam. metal
P	
PAINT AND VARNISH MANUFACTURING	paint & varn.
paper and pulp manufacturing	pulp & paper
PAPER PRODUCTS MANUFACTURING	paper prod.
PERSONAL SERVICES, N.E.C.....	pers. serv., n.e.c.
PETROLEUM AND COAL PRODUCTS MANUFACTURING	petrol. & coal prod.
PHARMACEUTICALS, MEDICINES AND TOILETRIES MANUFACTURING	pharm. & toil.
PLASTIC PRODUCTS MANUFACTURING	plastic prod.
plate, structural and ornamental metal working	struct., plate & ornam. metal
plywood and veneer manufacturing.....	veneer & plywood
precious metal and jewellery products manufacturing and repairing	jewellery & precious metal prod.
preserving and canning, n.e.c.	can. & preserv., n.e.c.
pressing, laundering and cleaning	laund., clean. & press.
pressing, metal stamping and coating.....	metal stamp., press. & coat.
PRINTING AND PUBLISHING	print. & pub.
PROFESSIONAL AND TECHNICAL SERVICES, N.E.C.	prof. & tech., n.e.c.
publishing and printing.....	print. & pub.
PULP AND PAPER MANUFACTURING	pulp & paper
Q	
quarrying and mining	mining & quarrying
R	
RAIL TRANSPORT	rail trans.
RAILWAY ROLLING STOCK MANUFACTURING AND REPAIRING	rail. rolling stock
real estate and insurance.....	insur. & real estate
recreation and amusement.....	amuse. & rec.
refining, sugar.....	sugar
RELIGION.....	religion
RETAIL TRADE.....	ret. trade
rolling stock, railway manufacturing and repairing.....	rail. rolling stock
roofing manufacturing, asphalt.....	asphalt roof.
RUBBER PRODUCTS MANUFACTURING	rubber
S	
SAWMILL	sawmill
SCIENTIFIC AND INDUSTRIAL EQUIPMENT MANUFACTURING AND REPAIRING, N.E.C.....	scient. & ind. equip., n.e.c.
SHIP AND BOAT BUILDING AND REPAIRING	ship & boat bldg.
SHOE MANUFACTURING AND REPAIRING	shoes
SLAUGHTERING AND MEAT PACKING	slaught. & meat pack.
SOAP AND CLEANING COMPOUNDS MANUFACTURING.....	soap
SOCIAL WELFARE SERVICES	social wel.
space and air-craft manufacturing and repairing	air & space-craft
SPORTING GOODS AND TOY MANUFACTURING AND REPAIRING	sport. & toy
stage, motion picture and broadcasting production.....	broadcast., motion pic. & stage
steel and iron processing.....	iron & steel
stone, cement and clay products manufacturing	cement, stone & clay
STORAGE AND WAREHOUSING, N.E.C.	storage, n.e.c.
STRUCTURAL, PLATE AND ORNAMENTAL METAL WORKING	struct., plate & ornam. metal

ALPHABETICAL INDEX OF INDUSTRY DESIGNATIONS

Industry Designation

Abbreviation

SUGAR REFINING sugar
 SYNTHETIC FIBRES MANUFACTURING syn. fibres

T

tanning leather, fur dressing and dyeing leather tan. & fur dress.
 technical and professional services, n.e.c. prof. & tech., n.e.c.
 TELECOMMUNICATIONS telecom.
 TEXTILE MANUFACTURING textile
 TOBACCO PROCESSING tobacco
 toiletries, pharmaceuticals and medicines manufacturing pharm. & toil.
 toy and sporting goods manufacturing and repairing sport. & toy
 trade, retail ret. trade
 trade, wholesale whole. trade
 training and education educ.
 transport, air air trans.
 transport, motor vehicle motor trans.
 TRANSPORT, N.E.C. trans., n.e.c.
 transport, rail rail trans.
 transport, water water trans.
 trapping and hunting hunt. & trap.

U

UTILITIES, N.E.C. utilities, n.e.c.

V

varnish and paint manufacturing paint & varn.
 vegetable and animal oil extracting animal & veg. oil
 vehicle manufacturing and repairing, motor motor vehicle
 vehicle transport, motor motor trans.
 VENEER AND PLYWOOD MANUFACTURING veneer & plywood

W

warehouse and storage, n.e.c. storage, n.e.c.
 WATER TRANSPORT water trans.
 WATER WORKS water works
 welding, machining and forging mach., weld. & forg.
 welfare, social services social wel.
 WHOLESALE TRADE whole. trade
 WIRE AND WIRE PRODUCTS MANUFACTURING wire prod.
 WOODWORKING woodworking

DEFINITIONS OF INDUSTRY DESIGNATIONS

The following descriptions of industry designations are arranged alphabetically by industry title.

AGRICULTURE (agric.)

This designation is applied to activities concerned with growing crops and nursery stock; raising and caring for livestock, poultry and other animals; and providing related agricultural services. Activities concerned with veterinary services are designated Professional and Technical Services, n.e.c.

AIR AND SPACE-CRAFT MANUFACTURING AND REPAIRING (air & space-craft)

This designation is applied to activities concerned with manufacturing and repairing aerospace vehicles, parts, engines and accessories. Activities concerned with manufacturing electrical components are designated Electrical Equipment Manufacturing and Repairing; manufacturing electronic components are designated Electronic Equipment Manufacturing and Repairing.

AIR TRANSPORT (air trans.)

This designation is applied to activities concerned with transporting passengers and cargo by aircraft; servicing aircraft; and operating airports, flying schools and clubs and support facilities. Activities concerned with repairing aircraft, engines, components and accessories are designated Air and Space-Craft Manufacturing and Repairing.

AMUSEMENT AND RECREATION (amuse. & rec.)

This designation is applied to activities concerned with providing amusement and recreation facilities or services such as playgrounds, rinks, racetracks, swimming pools, health and athletic clubs, and community centres; presenting or participating in entertainment such as motion pictures, theatre performances and athletic games or contests; and preparing, training and conditioning participants.

ANIMAL AND VEGETABLE OIL EXTRACTING (animal & veg. oil)

This designation is applied to activities concerned with manufacturing vegetable, animal and fish oils and by-products, such as linseed oil, bone and fish meal.

ANY INDUSTRY (any ind.)

This designation is applied to activities that are common to four or more industry designations. Some activities of this type might logically be designated "any industry" but are allocated to other specific designations such as "clerical", "machining, welding and forging" or "woodworking". In many cases the "any industry" activities of the workers involved, for example those in material handling, are exactly the same from industry to industry.

ASBESTOS AND MINERAL WOOL PRODUCTS MANUFACTURING (asbestos & min. wool)

This designation is applied to activities concerned with manufacturing mineral wool from non-metallic materials such as limestone, slag and glass; and manufacturing building materials and other commodities primarily composed of asbestos.

ASPHALT ROOFING MANUFACTURING (asphalt roof.)

This designation is applied to activities concerned with manufacturing asphalt saturated shingles and sidings, roofing felts and sheathings, and smooth-surfaced and mineral-surfaced roll roofings.

BAKERY PRODUCTS (bake. prod.)

This designation is applied to activities concerned with manufacturing biscuits, bread, cakes, crackers, pastries, pretzels and other bakery products. Activities concerned with distributing and selling bakery products are designated Wholesale Trade or Retail Trade.

BANKING AND FINANCE (bank. & finance)

This designation is applied to activities concerned with providing financial services in banks, mortgage and loan companies or similar savings or credit institutions; investment companies; security and commodity exchanges and other financial institutions.

BROADCASTING, MOTION PICTURE AND STAGE PRODUCTION (broadcast., motion pic. & stage)

This designation is applied to activities concerned with producing and broadcasting radio and television programs; producing motion pictures and theatre performances; processing motion picture films; and operating radio and television studios. Activities concerned with transmitting and receiving radio and television signals are designated Telecommunications.

BUSINESS SERVICES (bus. serv.)

This designation is applied to activities concerned with providing, for other businesses or individuals, services; such as, auditing, accounting, legal, advertising and data processing; engineering consulting; customs brokerage and management consulting; supplying statistical information; accident prevention associations; security, news clipping, translating and interpreting; collection agencies; public stenography; and telephone answering, mail addressing, blueprinting, lettering and sign painting, and duplicating.

CANNING AND PRESERVING, N.E.C. (can. & preserv., n.e.c.)

This designation is applied to activities concerned with canning, freezing, drying and preserving foods, not elsewhere classified; such as, fruits and vegetables and their juice, frozen dinners, soups, jams, jellies, pickles, cider, vinegar and sauces.

CATERING AND LODGING (cater. & lodg.)

This designation is applied to activities concerned with providing and maintaining lodging, dining, beverage and catering services; and operating tourist camps.

CEMENT, STONE AND CLAY PRODUCTS MANUFACTURING (cement, stone & clay)

This designation is applied to activities concerned with manufacturing cement and lime; gypsum, concrete, clay and refractory products; and cutting, shaping and finishing stone for building and other purposes. Activities concerned with using concrete for construction are designated Construction; and quarrying stone is designated Mining and Quarrying.

CHEMICAL MANUFACTURING, N.E.C. (chem., n.e.c.)

This designation is applied to activities concerned with manufacturing chemicals and chemical products, not elsewhere classified, for industrial or domestic use, such as fertilizers, synthetic resins, transparent cellulose film, industrial inorganic chemicals, ingredients for paint, insecticides, germicides, adhesives, deodorants, disinfectants, sweeping compounds, polishes and dry cleaning preparations.

CLERICAL (clerical)

This designation is applied to activities providing clerical services such as bookkeeping, stenography, typing, and record keeping; storing, distributing and accounting for materials; and operating various office machines. Activities of a clerical nature that are peculiar to an individual industry are designated accordingly.

CONFECTIONERY MANUFACTURING (confection.)

This designation is applied to activities concerned with manufacturing candies, chocolates, cocoa products, chewing gum and other confectionery, such as salted nuts, stuffed dates and popcorn.

CONSTRUCTION (construction)

This designation is applied to activities concerned with constructing, remodelling and repairing bridges, dams, airports, piers, buildings, highways, streets, pipelines, railways, canals, locks, sewers, tunnels, and waterworks; and wrecking buildings and other structures.

DAIRY PRODUCTS PROCESSING (dairy)

This designation is applied to activities concerned with pasteurizing and bottling milk; and manufacturing dairy products such as cheese, butter, powdered milk, sherbets and ice cream. Activities concerned with

distributing and selling dairy products are designated Wholesale Trade or Retail Trade.

DISTILLING, BREWING AND FERMENTING (distill., brew. & ferment.)

This designation is applied to activities concerned with manufacturing alcoholic beverages and ethyl alcohol whether or not the alcohol is ultimately used to make potable spirits. Activities concerned with methyl, butyl and isopropyl alcohols are designated Chemical Manufacturing, n.e.c.

EDUCATION AND TRAINING (educ.)

This designation is applied to activities concerned with imparting knowledge and developing skills in schools, colleges, universities, businesses, and governments; providing related services, such as correspondence courses; and operating libraries, museums, archives and other repositories.

ELECTRICAL EQUIPMENT MANUFACTURING AND REPAIRING (electric. equip.)

This designation is applied to activities concerned with manufacturing and repairing equipment such as generators, motors, transformers, panel boards, electrical appliances and devices, telephone and telegraph equipment, lighting equipment, batteries, and electrical supplies used in generating, transmitting, distributing, storing and utilizing electrical energy. Activities concerned with manufacturing electronic equipment are designated Electronic Equipment Manufacturing and Repairing; manufacturing industrial refrigeration and air conditioning equipment are designated Mechanical Equipment Manufacturing and Repairing, n.e.c.; and manufacturing electric wire and cable are designated Wire and Wire Products Manufacturing.

ELECTRIC POWER, GENERATING AND DISTRIBUTING (elec. power)

This designation is applied to activities concerned with generating, transmitting and distributing electricity; and constructing and maintaining lines and equipment. Activities concerned with building hydro electric generating stations, including dams and other heavy construction work, are designated Construction.

ELECTRONIC EQUIPMENT MANUFACTURING AND REPAIRING (electronic equip.)

This designation is applied to activities concerned with manufacturing and repairing electronic equipment such as radio and television receivers and transmitters, industrial monitoring and continuous control systems, computers and data processing equipment, power supplies, and electronic test equipment; electronic sub-components such as control panels, printed circuit boards, speakers, antennas and associated wiring and cable harnesses; and manufacturing electronic components such as electron tubes and semi-conductor devices, resistors, capacitors and filters.

EXPLOSIVES AND AMMUNITION MANUFACTURING (explosives)

This designation is applied to activities concerned with manufacturing explosives, ammunition, solid propellant rocket fuels, fuses, detonating devices, fireworks and flares.

FEED AND FLOUR MILLING (feed & flour mill.)

This designation is applied to activities concerned with manufacturing animal feeds; mixing and grinding grains; and milling flour and meal. Activities concerned with manufacturing breakfast cereals are designated Food and Beverage Processing, n.e.c.

FISHING (fishing)

This designation is applied to activities concerned with catching or gathering fish, shellfish, marine mammals and other forms of marine life, such as sponges and seaweed from the ocean or inland waters; processing sea products on board ship; operating fish hatcheries; and

providing fishery inspection and protection services. Activities concerned with canning and preserving fish on shore, are designated Fish Processing.

FISH PROCESSING (fish process.)

This designation is applied to activities concerned with canning, freezing, curing or otherwise processing fish, shellfish and marine vegetation. Activities concerned with manufacturing fish oil and meal are designated Animal and Vegetable Oil Extracting.

FOOD AND BEVERAGE PROCESSING, N.E.C. (food & bev., n.e.c.)

This designation is applied to activities concerned with manufacturing baking and cooking ingredients and foods, not elsewhere classified, such as baking powder, flavouring extracts, syrups, malt, starch and its products, jelly powders, yeast, prepared coconut, powdered eggs, health foods, peanut butter, breakfast foods and cereals, coffee, tea, spices, and non-alcoholic beverages. Activities concerned with manufacturing fruit juices and vinegar are designated Canning and Preserving, n.e.c.; and manufacturing sugar syrups are designated Sugar Refining.

FORESTRY AND LOGGING (forest. & log.)

This designation is applied to activities concerned with cutting trees and transporting the logs from the forest to further processing or shipping points; operating timber tracts including forest nurseries and reforestation; cultivating Christmas trees; preventing and fighting forest fires; and forest pest control. Activities concerned with growing ornamental trees are designated Agriculture.

FUR GOODS MANUFACTURING AND REPAIRING (fur goods)

This designation is applied to activities concerned with manufacturing and repairing fur garments, accessories and trimmings. Activities concerned with fur dressing and dyeing are designated Leather Tanning and Fur Dressing and Dyeing.

FURNITURE MANUFACTURING AND REPAIRING (furn.)

This designation is applied to activities concerned with manufacturing and repairing household, office, plant and store furniture; upholstering; and manufacturing mattresses and springs. Activities concerned with the manufacture of stone furniture are designated Cement, Stone and Clay Products Manufacturing.

GARMENT AND FABRIC MANUFACTURING AND REPAIRING (garment & fabric)

This designation is applied to activities concerned with manufacturing, dressmaking, tailoring and repairing adults' and children's clothing including foundation garments, hats, caps and gloves and other fabric products such as sheets, draperies and canvas goods. Activities concerned with manufacturing knit gloves and other knit goods are designated Knit Goods Manufacturing; and manufacturing fur garments and accessories are designated Fur Goods Manufacturing and Repairing.

GLASS AND GLASS PRODUCTS MANUFACTURING (glass)

This designation is applied to activities concerned with manufacturing glass and glass products. Activities concerned with grinding and polishing optical lenses are designated Scientific and Industrial Equipment Manufacturing and Repairing, n.e.c.; spinning glass yarns are designated Synthetic Fibres Manufacturing; and weaving glass fabrics are designated Textile Manufacturing.

GOVERNMENT SERVICES (gov. serv.)

This designation is applied to activities primarily concerned with governmental activities at federal, provincial or municipal level which are not covered by other designations.

HUNTING AND TRAPPING (hunt. & trap.)

This designation is applied to activities concerned with hunting and trapping wild animals for commercial purposes; and game propagation and related activities. Activities concerned with catching marine mammals are designated Fishing.

INSURANCE AND REAL ESTATE (insur. & real estate)

This designation is applied to activities concerned with underwriting and selling insurance contracts; adjusting insurance claims; and appraising, developing, buying, selling, renting and managing real property.

IRON AND STEEL PROCESSING (iron & steel)

This designation is applied to activities concerned with processing iron ore; manufacturing pig iron and ferro-alloys, steel ingots, and iron or steel castings; rolling steel into sheets; and forming other shapes, including welded and seamless steel pipe and tubing.

JEWELLERY AND PRECIOUS METAL PRODUCTS MANUFACTURING AND REPAIRING (jewellery & precious metal prod.)

This designation is applied to activities concerned with manufacturing and repairing articles from precious metals; lapidary work; cutting, polishing and mounting precious stones; plating with precious metals; engraving; and manufacturing costume jewellery.

KNIT GOODS MANUFACTURING (knit goods)

This designation is applied to activities concerned with manufacturing knitted tubular or flat fabrics and shaped garments such as outerwear, underwear, gloves and hosiery. Activities concerned with manufacturing other garments are designated Garment and Fabric Manufacturing and Repairing.

LAUNDERING, CLEANING AND PRESSING (laund., clean. & press.)

This designation is applied to activities concerned with laundering, dry cleaning, dyeing and pressing clothing and furnishings; and providing towel, coat, uniform and linen supply services.

LEATHER TANNING, AND FUR DRESSING AND DYEING (leather tan. & fur dress.)

This designation is applied to activities concerned with tanning, scraping, currying, bleaching, dyeing and finishing hides, pelts, leather and furs.

LINOLEUM AND ALLIED PRODUCTS MANUFACTURING (linoleum prod.)

This designation is applied to activities concerned with manufacturing linoleum, printed felt-base rugs and asphalt, rubber, cork and vinyl tile, and other hard surface floor coverings. Activities concerned with manufacturing other rubber flooring are designated Rubber Products Manufacturing.

LUGGAGE, HANDBAG AND SMALL LEATHER GOODS MANUFACTURING AND REPAIRING (leather goods)

This designation is applied to activities concerned with manufacturing and repairing products made of leather or other materials, not elsewhere classified, such as luggage, handbags, saddlery, small leather goods and similar products. Activities concerned with manufacturing leather gloves are designated Garment and Fabric Manufacturing and Repairing.

MACHINING, WELDING AND FORGING (mach., weld. & forg.)

This designation is applied to activities concerned with machining, welding, forging and heat treating metal, except those considered peculiar to a specific industry which are designated accordingly.

MECHANICAL EQUIPMENT MANUFACTURING AND REPAIRING, N.E.C. (mech. equip., n.e.c.)

This designation is applied to activities concerned with manufacturing and repairing refrigeration and air conditioning equipment; industrial, railway and marine engines; office machinery; and other mechanical equipment and machinery, not elsewhere classified, used in such industries as, agriculture, construction, printing, food processing and manufacturing. Activities concerned with manufacturing cutting tools for power driven hand tools and machines are designated Metal Fabricating, n.e.c.

MEDICAL SERVICES (medical)

This designation is applied to activities concerned with providing medical, dental, and hospital care and related services to people. Activities concerned with providing custodial or domiciliary care are designated Social Welfare Services; optician services are designated Retail Trade; and dental laboratory services are designated Scientific and Industrial Equipment Manufacturing and Repairing, n.e.c.

METAL FABRICATING, N.E.C. (metal fab., n.e.c.)

This designation is applied to activities concerned with manufacturing hardware, tools, cutlery, heating equipment, weapons, locks, vaults, metal machinery fittings and springs, and other miscellaneous metal products not elsewhere classified. Activities concerned with manufacturing heating equipment from steel plate are designated Structural, Plate and Ornamental Metal Working.

METAL STAMPING, PRESSING AND COATING (metal stamp., press. & coat.)

This designation is applied to activities concerned with manufacturing and repairing sheet, stamped, pressed or coated metal products; and with electroplating, except with precious metals. Activities concerned with sheet metal work in building construction are designated Construction; and plating with precious metals are designated Jewellery and Precious Metal Products Manufacturing and Repairing.

MILITARY (military)

This designation is applied to activities concerned with military service in the Canadian Forces.

MINING AND QUARRYING (mining & quarrying)

This designation is applied to activities concerned with prospecting for, and extracting minerals by underground and surface excavation; quarrying and crushing rock; primary processing of non-metallic ores; extracting and screening sand and gravel; extracting and refining salt or potash; and drilling water wells. Activities concerned with drilling and operating petroleum and gas wells are designated Oil and Natural Gas Production.

MISCELLANEOUS PRODUCTS FABRICATING, N.E.C. (misc. prod. fab., n.e.c.)

This designation is applied to activities concerned with manufacturing miscellaneous items, not elsewhere classified, such as brooms and brushes, window shades, advertising signs, musical instruments, beauty and barber shop equipment, umbrellas, tobacco pipes, art goods, buckles, candles, rubber and metal stamps, pens, pencils, and artists' materials. Activities concerned with sign painting and lettering are designated Business Services.

MISCELLANEOUS SERVICES (misc. serv.)

This designation is applied to activities concerned with services provided by labour, trade, business, professional and other membership organizations representing groups of employees, employers, trades or professions; political, fraternal, social and community organizations; portrait and commercial photography; film processing; disinfecting and exterminating services; and equipment rental agencies and auctioneering. Activities concerned with motor vehicle rental are designated Motor Vehicle Transport; and processing motion picture films for theatre and television use are designated Broadcasting, Motion Picture and Stage Production.

MOTOR VEHICLE MANUFACTURING AND REPAIRING (motor vehicle)

This designation is applied to activities concerned with manufacturing, rebuilding and repairing motor vehicles, snowmobiles, freight trailers, mobile homes, vehicle parts, engines and accessories.

MOTOR VEHICLE TRANSPORT (motor trans.)

This designation is applied to public or private company activities concerned with transporting freight and passengers by truck, bus, taxi or hired motor vehicles; and operating terminals, parking lots and garages for the dispatching and storage of motor vehicles.

NON-FERROUS METAL PROCESSING (non-ferrous metal)

This designation is applied to activities concerned with dressing, smelting and refining non-ferrous metallic ores; making non-ferrous metal alloys; processing non-ferrous metals into bars, extrusions, plate, foil, powders, sheets, tubing, castings and other forms; and with recovering non-ferrous materials from scrap.

NON-METALLIC MINERAL PRODUCTS MANUFACTURING, N.E.C. (non-metal. min. prod., n.e.c.)

This designation is applied to activities concerned with manufacturing non-metallic mineral products, not elsewhere classified, such as primary abrasive materials; abrasive grinding wheels, stones, paper and cloths; buffing and polishing wheels; mica products; and expanded vermiculite and roofing granules. Activities concerned with manufacturing petroleum and coal products are designated Petroleum and Coal Products Manufacturing; and manufacturing asbestos products are designated Asbestos and Mineral Wool Products Manufacturing.

OIL AND NATURAL GAS PRODUCTION (oil & nat. gas)

This designation is applied to activities concerned with prospecting for petroleum or natural gas deposits; drilling petroleum or natural gas wells; processing natural gas; producing petroleum from surface or shale sands; and providing services to operate petroleum and natural gas fields.

PAINT AND VARNISH MANUFACTURING (paint & varn.)

This designation is applied to activities concerned with manufacturing paints, varnishes, lacquers, enamels, shellac and associated materials, such as putty, filler and oil stain.

PAPER PRODUCTS MANUFACTURING (paper prod.)

This designation is applied to activities concerned with manufacturing paper products from paper and wood pulp derivatives or in combination with materials such as synthetics or foils.

PERSONAL SERVICES, N.E.C. (pers. serv., n.e.c.)

This designation is applied to activities, not elsewhere classified; concerned with barbering, hairdressing, beautician, undertaking, domestic and related services; shoeshining; steam baths; guiding and escorting; babysitting services; renting clothes; and checking parcels and clothes.

PETROLEUM AND COAL PRODUCTS MANUFACTURING (petrol. & coal prod.)

This designation is applied to activities concerned with refining crude petroleum and producing petroleum products; blending lubricating oils and greases; and manufacturing petroleum and coal products such as fuel briquettes, coke, coal gas, road emulsions and roofing compounds.

PHARMACEUTICALS, MEDICINES AND TOILETRIES MANUFACTURING (pharm. & toil.)

This designation is applied to activities concerned with manufacturing pharmaceuticals and medicines including antibiotics, biological products, and veterinary medicines; and toiletries such as perfumes, cosmetics, lotions, toothpastes and hair dressings.

PLASTIC PRODUCTS MANUFACTURING (plastic prod.)

This designation is applied to activities concerned with moulding, extruding and fabricating plastic products, articles or parts. Activities concerned with manufacturing vinyl floor coverings are designated Linoleum and Allied Products Manufacturing.

PRINTING AND PUBLISHING (print. & pub.)

This designation is applied to activities concerned with commercial or job printing, lithographing, blankbook making, and bookbinding; and publishing books, periodicals or newspapers. Activities concerned with providing blueprinting and duplicating services are designated Business Services. Printing activities, such as those concerned with printing patterns, designs or lettering on cloth and other materials, or stamping or making items, are designated according to the product or service.

PROFESSIONAL AND TECHNICAL SERVICES, N.E.C. (prof. & tech., n.e.c.)

This designation is applied to activities concerned with providing professional and technical services, not elsewhere classified, which occur in several industries. Professional and technical activities that are peculiar to a particular industry are designated accordingly.

PULP AND PAPER MANUFACTURING (pulp & paper)

This designation is applied to activities concerned with manufacturing pulp by mechanical or chemical means; production of paper and paperboard made from either woodpulp or rags; and with barking pulpwood. Activities concerned with manufacturing paper products are designated Paper Products Manufacturing.

RAIL TRANSPORT (rail trans.)

This designation is applied to activities concerned with transporting passengers and freight by railroad or urban rail transport; operating railway terminals; maintaining tracks and lines; and providing other support facilities and allied services, such as dining-car facilities and policing of railway properties. Activities concerned with repairing railway rolling stock are designated Railway Rolling Stock Manufacturing and Repairing; and railway construction are designated Construction.

RAILWAY ROLLING STOCK MANUFACTURING AND REPAIRING (rail. rolling stock)

This designation is applied to activities concerned with manufacturing and repairing locomotives, railway cars and electric urban passenger vehicles. Activities concerned with manufacturing and repairing engines for locomotives are designated Mechanical Equipment Manufacturing and Repairing, n.e.c.

RELIGION (religion)

This designation is applied to activities concerned with providing spiritual and moral guidance. Supporting activities are designated according to their principal function.

RETAIL TRADE (ret. trade)

This designation is applied to activities concerned with buying merchandise and selling to the general public for personal or household consumption.

RUBBER PRODUCTS MANUFACTURING (rubber)

This designation is applied to activities concerned with manufacturing a variety of rubber products including tires and tubes, re-treaded tires, rubber footwear, rubberized fabrics and rubber flooring. Activities concerned with manufacturing synthetic rubber are designated Chemical Manufacturing, n.e.c.; manufacturing rubberized clothing are designated Garment and Fabric Manufacturing and Repairing; and manufacturing rubber tile are designated Linoleum and Allied Products Manufacturing.

SAWMILL (sawmill)

This designation is applied to activities concerned with sawing logs and producing rough and dressed lumber and other products, such as

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shingles, and cooperage and box stock. Activities concerned with barking of pulpwood are designated Pulp and Paper Manufacturing; and making barrels are designated Woodworking.

SCIENTIFIC AND INDUSTRIAL EQUIPMENT MANUFACTURING AND REPAIRING, N.E.C. (scient. & ind. equip., n.e.c.)

This designation is applied to activities concerned with manufacturing and repairing scientific, professional and industrial instruments, apparatus and equipment, not elsewhere classified, including optical instruments, ophthalmic goods and photographic equipment; surgical, medical, and dental apparatus; prosthetic devices; mechanical measuring and controlling instruments; and clocks, watches and timers.

SHIP AND BOAT BUILDING AND REPAIRING (ship & boat bldg.)

This designation is applied to activities concerned with building and repairing ships, barges and lighters; and small craft such as power boats, sail boats and canoes. Activities concerned with manufacturing and repairing marine engines are designated Mechanical Equipment Manufacturing and Repairing, n.e.c.

SHOE MANUFACTURING AND REPAIRING (shoes)

This designation is applied to activities concerned with manufacturing and repairing footwear. Activities concerned with manufacturing rubber footwear are designated Rubber Products Manufacturing.

SLAUGHTERING AND MEAT PACKING (slaught. & meat pack.)

This designation is applied to activities concerned with operating abattoirs, and meat and poultry packing plants; butchering; and canning and preparing meats and meat specialties. Activities concerned with making synthetic sausage casings are designated Plastic Products Manufacturing; and producing animal fats and oils are designated Animal and Vegetable Oil Extracting.

SOAP AND CLEANING COMPOUNDS MANUFACTURING (soap)

This designation is applied to activities concerned with manufacturing soap, synthetic detergents, cleansers, laundry bleaches, bluing, and washing, scouring and cleaning compounds. Activities concerned with manufacturing sweeping compounds and polishes are designated Chemical Manufacturing, n.e.c.

SOCIAL WELFARE SERVICES (social wel.)

This designation is applied to activities concerned with providing custodial or domiciliary care in establishments, such as convalescent and rest homes, orphanages, and homes for the aged; providing social welfare services such as those available from children's aid societies and other welfare organizations for the ill, handicapped, young, aged and indigent. Activities concerned with providing custodial or domiciliary care for criminals or delinquents are designated Government Services.

SPORTING GOODS AND TOY MANUFACTURING AND REPAIRING (sport. & toy)

This designation is applied to activities concerned with manufacturing and repairing sporting goods such as bicycles, fishing tackle, and equipment used in golf, tennis, hockey, baseball, football and other sports; and toys of all kinds.

STORAGE AND WAREHOUSING, N.E.C. (storage, n.e.c.)

This designation is applied to activities concerned with operating grain elevators, and cold storage, warehouse and other storage facilities, not elsewhere classified. Activities concerned with storage of motor vehicles are designated Motor Vehicle Transport; warehouse and storage facilities related to a specific industry are designated accordingly.

STRUCTURAL, PLATE AND ORNAMENTAL METAL WORKING (struct., plate & ornam. metal)

This designation is applied to activities concerned with fabricating

structural, plate and ornamental metal for such use as heating and power boilers, tanks, structural metal work for bridges and buildings, fire escapes, metal doors and windows. Activities concerned with erecting and repairing structural, plate and ornamental products are designated Construction; and manufacturing cast iron heating equipment are designated Metal Fabricating, n.e.c.

SUGAR REFINING (sugar)

This designation is applied to activities concerned with manufacturing cane and beet sugar, sugar syrups, molasses and by-products, such as beet pulp for cattle feed and soil conditioners. Activities concerned with manufacturing corn, maple or other syrups are designated Food and Beverage Processing, n.e.c.

SYNTHETIC FIBRES MANUFACTURING (syn. fibres)

This designation is applied to activities concerned with manufacturing textile fibres, such as those made from cellulose, synthetics or glass. Activities concerned with producing basic synthetic materials in forms such as liquids, chips, powders and flakes are designated Chemical Manufacturing, n.e.c.

TELECOMMUNICATIONS (telecom.)

This designation is applied to activities concerned with transmitting and receiving signals by telephone, teletype, telegraph, wireless or other means; and constructing and maintaining lines and equipment.

TEXTILE MANUFACTURING (textile)

This designation is applied to activities concerned with converting natural and synthetic fibres into cloth; and manufacturing yarn, sewing thread, rope, batting, webbing, canvas, felt, carpeting, oilcloth and other fabrics. Activities concerned with manufacturing rubberized fabric are designated Rubber Products Manufacturing; manufacturing synthetic fibres are designated Synthetic Fibres Manufacturing; and manufacturing linoleum are designated Linoleum and Allied Products Manufacturing.

TOBACCO PROCESSING (tobacco)

This designation is applied to activities concerned with final grading, re-drying, aging and packing tobacco leaf and in manufacturing cigarettes, cigars, tobacco and snuff. Activities concerned with growing and primary processing of tobacco are designated Agriculture.

TRANSPORT, N.E.C. (trans., n.e.c.)

This designation is applied to activities concerned with transportation and transportation services, not elsewhere classified, such as operating hovercraft; operating pipelines; driving animal drawn vehicles; and operating agencies to provide services to companies or individuals for travel, shipping, packing and crating.

UTILITIES, N.E.C. (utilities, n.e.c.)

This designation is applied to activities concerned with producing and distributing steam; distributing natural or manufactured gas; disposing of garbage and sewage; and operating utilities, not elsewhere classified, such as those that provide for heat, refrigeration and air conditioning.

VENEER AND PLYWOOD MANUFACTURING (veneer & plywood)

This designation is applied to activities concerned with slicing and peeling wood blocks and logs to form veneer sheets, and assembling and gluing sheets to form plywood.

WATER TRANSPORT (water trans.)

This designation is applied to activities concerned with transporting cargo and passengers by ships or other craft; operating water transport facilities, such as docks and canals; and supporting services, such as stevedoring, piloting and salvaging. Activities concerned with operating lighthouses are designated Government Services; and repairing marine craft are designated Ship and Boat Building and Repairing.

WATER WORKS (water works)

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This designation is applied to activities concerned with processing and distributing water for household, industrial, irrigation and other purposes.

WHOLESALE TRADE (whole. trade)

This designation is applied to activities concerned with buying and/or selling merchandise to retailers, and industrial, commercial or institutional users and other bulk purchasers; or acting as agent in connection with such transactions, or as an employee of a manufacturing establishment.

WIRE AND WIRE PRODUCTS MANUFACTURING (wire prod.)

This designation is applied to activities concerned with drawing metal through dies to produce wire; manufacturing products made from wire such as nails, screws, fencing, chains, cables and other products made from wire; and manufacturing all types of electrical wire and cable.

WOODWORKING (woodworking)

This designation is applied to activities concerned with woodworking and related processing including seasoning and preserving wood; making hardboard, particle board, shaped wooden articles, handles, ladders, barrels, boxes, sash and doors; and repairing similar products. Activities concerned with sawing rough lumber from logs and producing sawmill products are designated Sawmill; manufacturing veneer and plywood are designated Veneer and Plywood Manufacturing; manufacturing furniture are designated Furniture Manufacturing and Repairing.

APPENDICES SECTION

APPENDIX A

General Education Development (GED)

The following is a table explaining the various levels of general educational development:

Level	Reasoning Development	Mathematical Development	Language Development
6	Apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Deal with non-verbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Deal with a variety of abstract and concrete variables. Apprehend the most abstruse classes of concepts.	Apply knowledge of advanced mathematical and statistical techniques such as differential and integral calculus, factor analysis, and probability determination, or work with a wide variety of theoretical mathematical concepts and make original applications of mathematical procedures, as in empirical and differential equations.	Comprehension and expression of a level to -Report, write, or edit articles for such publications as newspapers, magazines, and technical or scientific journals. Prepare and draw up deeds, leases, wills, mortgages, and contracts. -Prepare and deliver lectures on politics, economics, education, or science. -Interview, counsel, or advise such people as students, clients, or patients, in such matters as welfare eligibility, vocational rehabilitation, mental hygiene or marital relations. -Evaluate engineering technical data to design buildings and bridges.
5	Apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions. Interpret an extensive variety of technical instructions, in books, manuals, and mathematical or diagrammatic form. Deal with several abstract and concrete variables.		
4	Apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Examples of "principles of rational systems" are: Book-keeping, internal combustion engines, electric wiring systems, house building, nursing, farm management, ship sailing. Interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.	Perform ordinary arithmetic, algebraic, and geometric procedures in standard, practical applications.	Comprehension and expression of a level to -Transcribe dictation, make appointments for executives and handle their personal mail, interview and screen people wishing to speak to them, and write routine correspondence on own initiative. -Interview job applicants to determine work best suited for their abilities and experience, and contact employers to interest them in services of agency. -Interpret technical manuals as well as drawings and specifications, such as layouts, blueprints, and schematics.
3	Apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form. Deal with problems involving several concrete variables in or from standardized situations.	Make arithmetic calculations involving fractions, decimals and percentages.	Comprehension and expression of a level to -File, post, and mail such material as forms, cheques, receipts, and bills. -Copy data from one record to another, fill in report forms, and type all work from rough draft or corrected copy.
2	Apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Deal with problems involving a few concrete variables in or from standardized situations.	Use arithmetic to add, subtract, multiply, and divide whole numbers.	-Interview members of household to obtain such information as age, occupation, and number of children, to be used as data for surveys, or economic studies. -Guide people on tours through historical or public buildings, describing such features as size, value, and points of interest.
1	Apply common sense understanding to carry out simple one- or two-step instructions. Deal with standardized situations with occasional or no variables in or from these situations encountered on the job.	Perform simple addition and subtraction, reading and copying of figures, or counting and recording.	Comprehension and expression of a level to -Learn job duties from oral instructions or demonstration. -Write identifying information, such as name and address of customer, weight, number, or type of product, on tags, or slips. -Request orally, or in writing, such supplies as linen, soap, or work materials.

APPENDIX B

Specific Vocational Preparation (SVP)

Specific vocational preparation includes training given in any of the following forms:

a. University or College Training:

Training given by a degree granting institution and for which a degree, diploma, or certificate is issued. The average four-year university or college curriculum (except for liberal arts which is not vocationally oriented) is considered as equivalent to about two years of specific vocational preparation. Each year of university graduate schooling is regarded as one year of specific vocational preparation.

b. Vocational Training:

Training given by a vocational school or a non-degree granting college intended to develop general or specific skills, such as commercial, shop, or art training. In evaluating vocational training of this nature, thirty hours of such schooling is regarded as about fifteen hours of specific vocational preparation.

c. Apprenticeship:

Training given for an apprenticeable occupation.

d. In-Plant Training:

Training given or sponsored by employers either on or off their own premises, intended as preparation for a specific job in their plant.

e. On-The-Job Training:

Any training acquired while serving as a learner or trainee on the job under instruction of a qualified worker, and intended as preparation for a specific job.

f. Experience in Other Jobs:

Experience acquired while serving in less responsible jobs, or serving in other jobs, which prepares a worker for a specific job at a higher grade.

ESTIMATING THE LEVEL OF SPECIFIC VOCATIONAL PREPARATION

The following is an explanation of the various levels of specific vocational preparation:

Level	Time	Level	Time
1	Short demonstration only.	5	Over 6 months up to and including 1 year.
2	Anything beyond short demonstration up to and including 30 days.	6	Over 1 year up to and including 2 years.
3	Over 30 days up to and including 3 months.	7	Over 2 years up to and including 4 years.
4	Over 3 months up to and including 6 months.	8	Over 4 years up to and including 10 years.
		9	Over 10 years.

APPENDIX C

Environmental Conditions (EC)

Environmental Conditions are defined as the physical surroundings of a worker in a specific occupation.

1. **Work Location** (inside, outside, or both): This factor appears as an initial (I, O, or B) on an occupational description.

Inside (I): Protection from weather conditions but not necessarily from temperature changes. An occupation is considered “inside” if the workers spend approximately 75 per cent or more of their time inside.

Outside (O): No effective protection from weather. An occupation is considered “outside” if the workers spend approximately 75 per cent or more of their time outside.

Both (B): Inside and outside. An occupation is considered “both” if the workers’ activities occur inside and outside in approximately equal amounts.

2. **Extremes of Cold Plus Temperature Changes:**

a. **Extremes of Cold:** Temperature sufficiently low to cause marked bodily discomfort unless the worker is provided with exceptional protection.

b. **Temperature Changes:** Variations in temperature which are sufficiently marked and abrupt to cause noticeable bodily reactions.

3. **Extremes of Heat Plus Temperature Changes:**

a. **Extremes of Heat:** Temperature sufficiently high to cause marked bodily discomfort unless the worker is provided with exceptional protection.

b. **Temperature Changes:** Same as 2.b.

Note: Occupations are not rated for EC: 2 (Extremes of Cold) or EC: 3 (Extremes of Heat) on the basis of atmospheric conditions alone. It is taken for granted that a country with our climate, workers will occasionally be subjected to extremes of both cold and heat.

4. **Wet and/or Humid:** Contact with water or other liquids, and/or atmospheric conditions with moisture content sufficiently high to cause marked bodily discomfort.

5. **Noise and/or Vibration:** Sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing.

6. **Hazards:** Situations in which the individual is exposed to the definite risk of bodily injury.

7. **Atmospheric Conditions:** Fumes, odours, toxic conditions, dust, and poor ventilation.

Fumes: Smoky or vaporous exhalations, usually odorous, thrown off as the result of combustion or chemical reaction.

Odours: Noxious smells, either toxic or non-toxic.

Toxic Conditions: Exposure to toxic dust, fumes, gases, vapours, mists, or liquids which cause general or localized disabling conditions as a result of inhalation or action on the skin.

Dust: Air filled with small particles of any kind, such as textile dust, flour, wood, leather or feathers, and inorganic dust including silica and asbestos, which make the workplace unpleasant or are the source of occupational diseases.

APPENDIX D

Physical Activities (PA)

Physical Activities express both the physical requirements of the occupation and the physical capacities a worker must have to meet these requirements. The presence or absence of Physical Activities factors in a CCDO occupational definition is not to be misconstrued as indicating that the physically handicapped can or cannot perform the duties of that occupation.

- 1 - **Strength** (Sedentary, Light, Medium, Heavy, Very Heavy Work): This factor appears as an initial (S, L, M, H, or VH) in an occupational description.

Sedentary Work (S): Lifting 10 lbs. maximum and occasionally lifting and/or carrying such articles as dockets, ledgers, and small tools. Although a sedentary occupation is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out some duties. Occupations are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.

Light Work (L): Lifting 20 lbs. maximum with frequent lifting and/or carrying of objects weighing up to 10 lbs. Even though the weight lifted may be only a negligible amount, an occupation is in this category (a) when it requires walking or standing to a significant degree, or (b) when it involves sitting most of the time with a degree of pushing and pulling of arm and/or leg controls.

Medium Work (M): Lifting 50 lbs. maximum with frequent lifting and/or carrying of objects weighing up to 20 lbs. Consideration of (b) under "light work" may apply here.

Heavy Work (H): Lifting 100 lbs. maximum with frequent lifting and/or carrying of objects weighing up to 50 lbs.

Very Heavy Work (VH): Lifting objects in excess of 100 lbs. with frequent lifting and/or carrying of objects weighing 50 lbs. or more.

Note: The descriptions given for the five degrees of Factor 1 make reference to the terms "Lifting, Carrying, Pushing, and Pulling". These four terms are the primary "strength" physical requirements, and generally speaking, a worker who is engaged in one of these activities can be engaged in all. These activities can be defined as follows:

Lifting: Raising or lowering an object from one level to another (includes upward pulling).

Carrying: Transporting an object, usually holding it in the hands or arms or on the shoulder.

Pushing: Exerting force upon an object so that the object moves away from the force (includes slapping, striking, kicking, and treadle actions).

Pulling: Exerting force upon an object so that the object moves toward the force (includes jerking).

- 2 - **Climbing and/or Balancing:** For climbing, the emphasis is placed upon body agility; for balancing, it is placed upon body equilibrium.

Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes, and the like, using the feet and legs and/or hands and arms.

Balancing: Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces; or maintaining body equilibrium when performing gymnastic feats.

- 3 - **Body Dexterity:** The skill and ease in using body members.

Stooping: Bending the body downward and forward by bending the spine at the waist.

Kneeling: Bending the legs at the knees to come to rest on the knee or knees.

Crouching: Bending the body downward and forward by bending the legs and spine.

Crawling: Moving about on the hands and knees or hands and feet.

- 4 - **Reaching, Handling, Fingering, and/or Feeling:** These activities involve the use of one or both the upper extremities.

Reaching Above Shoulder: Extending the hands and arms in any direction above the shoulder.

Reaching Below Shoulder: Extending the hands and arms in any direction below the shoulder.

Handling: Seizing, holding, grasping, turning, or otherwise working with the hand or hands (fingering not involved).

Fingering: Picking, pinching, or otherwise working primarily with the fingers (rather than with the whole hand or arm as in handling).

Feeling: Perceiving such attributes of objects and materials as size, shape, temperature, or texture, by means of receptors in the skin, particularly those of the finger-tips.

- 5 - **Talking:** Expressing or exchanging ideas by means of the spoken word. Talking is important for those activities in which the individual must impart oral information to clients or to the public, and in those activities in which he must convey detailed or important instructions to other employees accurately, loudly, or quickly.

- 6 - **Hearing:** Perceiving the nature of sounds by the ear. Hearing is important for those activities which require the ability to receive detailed information through oral communication, or to make fine discriminations in sound.

- 7 - **Seeing:** Obtaining impressions through the eyes of the shape, size, distance, motion, colour, or other characteristics of objects. For CCDO purposes, Normal Vision is assumed. An occupation is rated for PA: 7 - (Seeing) only when there is a significant requirement for one or more of the following component factors:

Acuity, Far: Clarity of vision at 20 feet or more.

Acuity, Near: Clarity of vision at 20 inches or less.

Depth Perception: Three-dimensional vision. The ability to judge distance and space relationships so as to see objects where and as they actually are.

Accommodation: Adjustment of the lens of the eye to bring an object into focus. This component factor is especially important when doing near-point work at varying distances from the eye.

Colour Vision: The ability to identify and distinguish colours.

Field of Vision: The area that can be seen up and down, or to the right or left, while the eyes are fixed on a given point.

- 8 - **Controls:** Operating machinery requiring the use of body members and eye-hand-foot co-ordination.

Hand-Arm: Controlling the operation of machinery using only hand(s) and arm(s).

Foot-Leg: Controlling the operation of machinery using only the leg(s) and one or both feet.

Eye-Hand-Foot Co-ordination: Controlling the operation of machinery requiring the co-ordination of movement of the hand and foot with each other in accordance with visual stimuli.

APPENDIX E

Worker Functions in Relation to Data, People and Things (DPT)

The various kinds of functions are identified and defined on the following pages. They appear in three groups arranged in each instance from the relatively simple to the more complex at the top in such a manner that each successive function attempts to include those that are simpler and exclude the more complex. As each of the functions listed in the following table may represent a range of complexity, and because of the limited number of functions in each group, their arrangement should not be considered as precisely hierarchical. For these reasons, the CCDO exercises caution in their use as verb forms in occupational descriptions.

The three broad categories of functional relationships to Data, People, and Things are as follows:

DATA (1st digit)	PEOPLE (2nd digit)	THINGS (3rd digit)
0 Synthesizing	0 Mentoring	0 Setting-Up
1 Co-ordinating	1 Negotiating	1 Precision Working
2 Analyzing	2 Instructing	2 Operating-Controlling
3 Compiling	3 Supervising	3 Driving-Operating
4 Computing	4 Diverting	4 Manipulating-Operating
5 Copying	5 Persuading	5 Tending
6 Comparing	6 Speaking-Signaling	6 Feeding-Offbearing
7 *	7 Serving	7 Handling
8 No Significant Relationship	8 No Significant Relationship	8 No Significant Relationship

DATA: Information, knowledge, and conceptions related to Data, People and Things, obtained by observation, investigation, interpretation, visualization and mental creation; incapable of being touched. Written data take the form of numbers, words and symbols; other data are ideas, concepts and oral verbalization.

0 Synthesizing: Integrating analyses of data to discover facts and/or develop knowledge, concepts or interpretations.

1 Co-ordinating: Determining time, place, and sequence of operations or action to be taken on the basis of analysis of data; executing determinations and/or reporting on events.

2 Analyzing: Examining and evaluating data. Presenting alternative action in relation to the evaluation is frequently involved.

3 Compiling: Accumulating information which is usually recorded physically, but which may be stored mentally; gathering, collating, or classifying information about Data, People and Things. Reporting and/or carrying out a prescribed action in relation to the information is frequently involved.

4 Computing: Performing arithmetic operations and reporting on and/or carrying out prescribed action in relation to them. Does not include counting.

5 Copying: Transcribing, entering, or posting data.

6 Comparing: Understanding the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of Data, People, and Things.

7 * The functional digit 7 is not used in the Data Table in the CCDO.

8 No Significant Relationship

PEOPLE: Human beings; also includes animals dealt with on an individual basis.

0 Mentoring: Dealing with individuals in terms of their total personality in order to advise, counsel and/or guide them with regard to problems that may be resolved by legal, scientific, clinical, spiritual and/or other professional principles.

1 Negotiating: Exchanging ideas, information and opinions with others to formulate policies and programs and/or arrive jointly at decisions, conclusions or solutions.

2 Instructing: Teaching subject matter to others or training others (including animals) through explanation, demonstration and supervised practice; or making recommendations on the basis of technical disciplines.

3 Supervising: Determining or interpreting work procedures for a group of workers, assigning specific duties to them, maintaining harmonious relations among them and promoting efficiency.

4 Diverting: Entertaining others.

5 Persuading: Influencing others in favour of a product, service, or point of view.

6 Speaking-Signaling: Talking with and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to helpers or assistants, but excludes ordinary conversation.

7 Serving: Attending to the needs or requests of people or animals, or the expressed or implicit wishes of people. Immediate response is involved.

8 No Significant Relationship

THINGS: Inanimate objects as distinguished from human beings; substances or materials; machines, tools, or equipment; products. A thing is tangible and has shape, form, and other physical characteristics.

0 Setting Up: Adjusting machines or equipment by replacing or altering tools, jigs, fixtures and attachments to prepare them to perform their functions, change their performance, or restore their proper functioning if they break down. Workers who set up one or a number of machines for other workers or who set up and personally operate a variety of machines are included here.

1 Precision Working: Using body members and/or tools or work aids to work, move, guide or place objects or materials in situations where ultimate responsibility for the attainment of standards occurs and selection of appropriate tools, objects, or materials, and the adjustment of the tool to the task require exercise of considerable judgement.

2 Operating-Controlling: Starting, stopping, controlling and adjusting the progress of machines or equipment designed to fabricate and/or process objects or materials. Operating machines involves setting up the machine and adjusting the machine or material as the work progresses. Controlling equipment involves observing gauges, dials and other indicators, and turning valves and other devices to control such factors as temperature, pressure, flow of liquids, speed of pumps, and reactions of materials. Set-up involves several variables and adjustment is more frequent than in tending.

3 Driving-Operating: Starting, stopping and controlling the actions of machines or equipment for which a course must be steered or which must be guided, in order to fabricate, process, and/or move things or people. Involves such activities as observing gauges and dials; estimating distances and determining speed and direction of other objects; turning cranks and wheels; pushing clutches or brakes; and pushing or pulling gear shifts or levers. Includes such machines as cranes, conveyor systems, tractors, furnace-charging machines, paving machines and hoisting machines. Excludes manually-powered machines, such as handtrucks and dollies, and power-assisted machines, such as electric wheelbarrows and handtrucks.

4 Manipulating-Operating: Using body members, tools, or special devices to work, move, guide, or place objects or materials requiring the use of hand tools or special devices. Requires a significant combination of eye-hand co-ordination, and manual and finger dexterity. Involves some latitude for judgement with regard to precision attained and selection of appropriate tool, object or material, although this is readily manifest.

5 Tending: Starting, stopping, and observing the functioning of machines and equipment. Involves adjusting materials or controls of the machine, such as changing guides, adjusting timers and temperature gauges, turning valves to allow flow of materials and flipping switches in response to lights. Little judgement is involved in making these adjustments.

6 Feeding-Offbearing: Inserting, throwing, dumping, or placing materials in or removing them from machines or equipment which are automatic or tended or operated by other workers.

7 Handling: Using body members, hand tools and/or special devices to work, move, or carry objects or materials. Involves little or no latitude for judgement with regard to attainment of standards or in selecting appropriate tool, object or material.

8 No Significant Relationship

APPENDIX F

Aptitude Factors and Definitions

- G. Intelligence:** General learning ability. The ability to “catch on” or understand instructions and underlying principles. Ability to reason and make judgements.
- V. Verbal:** Ability to understand meanings of words and ideas associated with them, and to use them effectively. To comprehend language, to understand relationship between words and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.
- N. Numerical:** Ability to carry out arithmetic processes quickly and accurately.
- S. Spatial:** Ability to think, visually of geometric forms and to comprehend the two-dimensional representation of three-dimensional objects. The ability to recognize the relationships resulting from the movement of objects, in space. May be used in such tasks as blueprint reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.
- P. Form Perception:** Ability to perceive pertinent detail in objects, or in pictorial or graphic material. To make visual comparisons and discriminations and see slight differences in shapes and shadings of figures and widths and lengths of lines.
- Q. Clerical Perception:** Ability to perceive pertinent detail in verbal or tabular material. To observe differences in copy, to proofread words and numbers, and to avoid perceptual errors in arithmetic computation.
- K. Motor Co-ordination:** Ability to co-ordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.
- F. Finger Dexterity:** Ability to move the fingers, and manipulate small objects with the fingers, rapidly or accurately.
- M. Manual Dexterity:** Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.
- E. Eye-Hand-Foot Co-ordination:** Ability to move the hand and foot co-ordinately with each other in accordance with visual stimuli. (Not measured by GATB).
- C. Colour Discrimination:** Ability to perceive or recognize similarities or differences in colours, or in shades or other values of the same colour. To identify a particular colour, or to recognize harmonious or contrasting colour combinations, or to match colours accurately. (Not measured by GATB).

Interest Factors and Definitions

- | | |
|---|--|
| 1. Dealing with things and objects. | vs. 6. Dealing with people and communicating ideas. |
| 2. Business contact with people. | vs. 7. Scientific and technical work. |
| 3. Routine, concrete and organized work. | vs. 8. Abstract and creative work or experiences. |
| 4. Working for people for their presumed good as in the social welfare sense, or for dealing with people and language in social situations. | vs. 9. Non-social work, carried on in relation to processes, machines, and techniques. |
| 5. Work resulting in prestige or the esteem of others. | vs. 0. Work leading to satisfaction from tangible results. |

APPENDIX F (Cont'd)

Temperament Factors and Definitions

1. A variety of duties often characterized by frequent change.
2. Repetitive or short-cycle operations carried out according to set procedures or sequences.
3. Doing things only under specific instructions, allowing little or no room for independent action or judgement in working out job problems.
4. The direction, control, and planning of an entire activity or the activities of others.
5. Dealing with people in actual job duties, beyond giving and receiving instructions.
6. Working alone and apart in physical isolation from others, although activity may be integrated with that of others.
7. Influencing people in their opinions, attitudes, or judgements about ideas or things.
8. Performing adequately under stress when confronted with the critical or unexpected or taking risks.
9. The evaluation (arriving at generalizations, judgements, or decisions) of information against sensory or judgemental criteria.
0. The evaluation (arriving at generalizations, judgements, or decisions) of information against measurable or verifiable criteria.
- X. The interpretation of feelings, ideas, or facts in terms of personal viewpoint.
- Y. The precise attainment of set limits, tolerances, or standards.

It must be remembered that none of the qualification profile factors (aptitudes, interests, temperaments) are absolute: they must not be regarded as cut-off points governing the acceptance or rejection of an individual as being a suitable candidate for a particular occupation.

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